2023 
GRANTS & 
COMMUNITY 
ENGAGEMENT 
GUIDELINES 

CHAMPIONING ART AND 
ADVANCING CULTURE.
# TABLE OF CONTENTS

**GRANTS FOR ARTISTS**

08  FUNDS FOR ARTISTS
18  MURAL ASSISTANCE - ARTISTS

**GRANTS FOR ORGANIZATIONS**

23  OPERATING SUPPORT
33  GENERAL SUPPORT
42  PROJECT SUPPORT: EVENTS, FESTIVALS, SERIES
52  THRIVE
59  MURAL ASSISTANCE - ORGANIZATIONS
64  CAPITAL EXPENSE

**FELLOWSHIPS AND RESIDENCIES**

70  VISUAL ARTS FELLOWSHIP
75  NEIGHBORHOOD ARTS CONNECTION FELLOWSHIP
80  AMINAH BRENDA LYNN ROBINSON FELLOWSHIP
86  AMINAH BRENDA LYNN ROBINSON RESIDENCY

To access the online application system, visit: [gac.smartsimple.com](http://gac.smartsimple.com)
Contact the Grants & Community Engagement staff at [grants@gcac.org](mailto:grants@gcac.org)
APPENDICES

93  APPENDIX A: Publicity/Donor Acknowledgement
95  APPENDIX B: Partnering with a Fiscal Sponsor
96  APPENDIX C: Applicant Accessibility at GCAC
98  APPENDIX D: Grant Application Help & Definitions
101 APPENDIX E: Additional Arts Council Resources
102 APPENDIX F: Demographic Data Collection
ABOUT US

MISSION
To support and advance the arts and cultural fabric of Columbus.

VISION
A thriving Columbus where the arts matter to all of us.

OUR BOARD
The Greater Columbus Arts Council (GCAC) Board of Trustees is composed of up to 30 members that includes five trustees appointed by elected representatives of the city of Columbus and three appointed by the Franklin County Board of Commissioners. The Board or a committee of the Board evaluates and approves all final grants & community engagement funding decisions. To view a current list of the Board of Trustees, please visit our website: https://www.gcac.org/about/board-of-trustees/.

EQUITY STATEMENTS & DEMOGRAPHIC COLLECTION
GCAC adopted a Diversity, Equity and Inclusion (DEI) statement and Racial Equity Statement on October 15, 2020. The GCAC’s vision is “a thriving Columbus where the arts matter to all of us.” We recognize to achieve this vision we must actively work to overcome complex inequities in our community including racism, sexism, homophobia, xenophobia, classism and ableism, among others. We believe that the arts play an essential role in examining the issues of our time, encouraging thoughtful dialogue and prompting change as a pathway to equity. Please visit our website to read the full equity statements: https://www.gcac.org/about/equity-statements/.

Basic demographic information is collected as part of the grant application and/or award process. Individuals have the option to select “I prefer not to answer” on all questions. Organizations are required to report on the demographics of their staff and board of directors. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. The data collected will serve multiple purposes: to help us understand how we reflect the communities we serve, to utilize data to better serve the needs of our artistic community and to track progress with our Inclusion, Diversity, Equity and Access (I.D.E.A.) efforts. Refer to APPENDIX F for more details.
NON-DISCRIMINATION POLICY

GCAC prohibits discrimination and harassment on the basis of race, color, religion (creed), sex, gender expression or identity, pregnancy, age, national origin (ancestry), disability, genetic information, marital status, sexual orientation, political affiliation, military status, or any other characteristic protected by applicable federal, state or local law in all of its activities or operations.

Any arts and cultural organization or individual artist that receives funding through any of GCAC grant programs must ensure that no program participant, employee or applicant for employment is subjected to discrimination or excluded from participation based on any of the attributes listed above. Failure to comply may result in the termination of the grant agreement.

CONFLICT OF INTEREST DISCLOSURE

In accordance with GCAC’s “Duality of Interest” policy, we maintain an annual written record of staff and board member’s duality of interest or any possible conflict of interest. A conflict of interest is defined as any artistic, financial or personal relationship that an individual has with an organization or individual that would prevent them from offering an unbiased evaluation, reaching an unbiased decision or any relationship that has a strong likelihood to lead an organization, individual or the public to perceive a conflict of interest. Staff and Board members who have disclosed a duality of interest or conflict of interest will refrain from participating in grant evaluations, scoring and voting.

APPEALS PROCESS

Applicants who dispute a recommendation on grounds of a procedural error may request a review of that recommendation by the GCAC Board of Trustees. Procedural errors can include failure of a Board member with a known conflict of interest to abstain from a vote or a misinterpretation of factual data contained in the application. Appeals may not be made on any grounds other than procedural error. Appeals may not be made regarding grant award recommendation or the evaluation of the application.

To file an appeal, the applicant must submit a letter to the President of GCAC within 30 days of notification stating the reason(s) for the request for review. Appeals will be reviewed and acted on by the Executive Committee of GCAC’s Board after consultation with GCAC staff. Such action will be reviewed and voted upon by the GCAC Board of Trustees whose decision is final.
WHAT WE DO NOT FUND

The following activities, organizations, or expenditures will NOT be supported through the city of Columbus and Franklin County funded grants program:

- Units of government;
- Organizations that are not tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- Independent projects that do not have an eligible Fiscal Sponsor as a collaborative partner;
- Instructional/educational programming, when not part of a larger project;
- Religious programming;
- Fundraisers;
- Elimination or reduction of existing financial liability;
- Previously completed activities.

NOTE: Additional restrictions may apply. Review the specific program details for more information.

PUBLIC FUNDING

GCAC receives funding through annual contracts with the city of Columbus and the Franklin County Board of Commissioners for the purposes of expanding cultural services and community enrichment, primarily through grants. This funding is derived from four primary funding sources:

- City of Columbus Hotel/Motel Excise tax, since 1978
- City of Columbus Creation, Innovation and Inclusion Fund (5% Arts & Culture ticket fee from events held at venues other than Nationwide Arena), since July 2019
- City of Columbus Facility Stabilization Fund (1% of the 5% ticket fee collected at Nationwide Arena since), since July 2019
- Franklin County Board of Commissioners, since October 2019

In addition to funding arts & culture community programs, GCAC provides services to and advocates for arts organizations and artists, provides community-wide marketing for the arts and culture scene locally, regionally and nationally and works closely with policy makers to foster an understanding of the economic and social impact of the arts on communities. GCAC also receives an annual Sustainability Grant from the Ohio Arts Council, Ohio’s state arts agency and an annual gift from The Ohio State University.
OUR THANKS

Many thanks to Mayor Andrew J. Ginther, City Council President Shannon G. Hardin and Columbus City Council, Franklin County President Erica Crawley and the Franklin County Board of Commissioners for their commitment to the Columbus arts and cultural community and the economic impact, education and quality of life that results from that investment.

Over the course of 15+ years, Columbus conducted more than 30 studies to assess the impact of the arts on the economy, studied peer city funding models, identified Columbus’ benchmarks and determined the needed level of public funds for sustainability. In 2018, we stopped researching and took action. Together with our arts community, we advocated for new funding streams and our city and community leaders responded boldly. Columbus City Council passed legislation in December 2018 to administer a 5% arts and culture admission fee in the fall of 2019 the Franklin County Board of Commissioners allocated $2 million to GCAC for distribution through its grants programs. The County continues to support GCAC annually, at increasing levels; $4 million in 2022. We look forward to the impact these new funds will have on families, children, creative sector workers, businesses and residents in Columbus in the coming years.

MAJOR FUNDING FOR THE GREATER COLUMBUS ARTS COUNCIL IS PROVIDED BY:

THE CITY OF COLUMBUS

ANDREW J. GINTHER, MAYOR

Ohio Arts Council

Franklin County Board of Commissioners

To access the online application system, visit: gcac.smartsimple.com

Contact the Grants & Community Engagement staff at grants@gcac.org
GRANTS FOR ARTISTS

Funds for Artists

Closed for the rest of 2023

Deadlines

February 1, 2023
5:00 p.m.

June 1, 2023
5:00 p.m.

The Funds for Artists program was closed for 2023 following the June 1, 2023 deadline.

Purpose:
Assist artists with making new art, growing artistic skills and marketing to a broader audience.

This Grant is Open To:
Working individual artists with an independent body of work.

Award Amount:
Up to $1,700

Evaluation/Next Steps:
Non-competitive; applicant and request eligibility and completeness evaluated.
Committee review.
Notifications 45 days after deadline.

Contact:
Email: grants@gcac.org
PROGRAM CLOSED FOR 2023

Funds for Artists – Purpose
Assist artists with making new art, growing artistic skills and marketing to a broader audience.

Description
This fund is designed to assist artists with the cost of materials, supplies and resources used to create new work, professional development or learning opportunities and/or marketing or promotional expenses.

Returning Artist Fast Pass
Starting in 2023, returning applicants with approved final reports are eligible for the Fast Pass application. Fast Pass eliminates the need for returning applicants to prove they are a working artist by uploading a resume and examples of their work. This small step will reduce the application process by over 50%. The Fast Pass will only require your expense budget (including proof of confirmation for travel opportunities), requested award amount and the certification of eligibility requirements.

Who is eligible to apply?
This fund is for individual artists who work in the following disciplines: dance, fashion, film, literary, music, theatre, visual arts and multi-disciplinary who meet the following criteria:

• Are working artists (age 18 and older);
  ○ Description:
    ▪ The artist is likely paid for performances, sells their artwork and/or shares their body of work with the general public.
    ▪ The artist is focused on expressing their own creative or aesthetic ideas, rather than on documentation or journalism.

• Live in Franklin County for at least one year prior to application; OR

• Live in a county bordering Franklin County for at least one year prior to application AND primarily exhibit, perform, produce or present artistic work in the city of Columbus; (you will be required to upload proof of residency after you are awarded before any funds are dispersed.)

• Are NOT enrolled as degree-seeking undergraduate students.

• Applicant agrees to remain a resident of central Ohio for one year after the award date.
Who is NOT eligible to apply?

We recognize that many people contribute to the creative economy of central Ohio. We appreciate the talents of all creatives working in our region. However, due to limited funding, we are unable to accept applications from:

- Influencers
- Stylists
- Culinary artists/chefs
- Models
- Make-up artists or hair stylists
- Tattoo artists
- Producers
- YouTube content creators
- Sound/recording engineers
- Strictly commercial photographers/videographers (e.g. weddings/family portraits/business headshots)
- Strictly club or mobile DJs hired for private or public events (e.g. weddings, clubs and parties)

How much can I apply for?

You may request up to $1,700. You may receive a partial award based on the recommendations of the committee, funds available and/or documentation provided.

Grantees will receive a 1099 for awards $600 and over.

How often can I receive funds?

Once per calendar year. If you apply and are not awarded, you may reapply at the next deadline.
What kind of expenses or opportunities qualify for this fund?

Funds may be requested for the cost of supplies, materials and resources to help you make new work, to attend a professional development or learning opportunity and/or for expenses that assist with the marketing or promotion of you as an artist or your artwork.

### Example expenses that ARE eligible (list is not comprehensive):

<table>
<thead>
<tr>
<th>To Make New Work</th>
<th>Marketing</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials or supplies</td>
<td>PR consultant</td>
<td>Classes</td>
</tr>
<tr>
<td>Purchase or rental of tools</td>
<td>Print or digital advertisement</td>
<td>Workshops</td>
</tr>
<tr>
<td>Software/hardware</td>
<td>Distribution services</td>
<td>One-on-one instruction</td>
</tr>
<tr>
<td>Space rental for rehearsal, performance, exhibits, etc.</td>
<td>Promo videos</td>
<td>Conference registration fees</td>
</tr>
<tr>
<td>Post-production services</td>
<td>Website or logo design</td>
<td>Flights/Lodging</td>
</tr>
<tr>
<td>Laptops/Computers (NEW)</td>
<td>Submission fees</td>
<td>Residency/Fellowship fees</td>
</tr>
</tbody>
</table>

**NOTE:** All expense requests must be related to your specific art form.

**Are travel expenses eligible? If so what are the terms and conditions?**

Yes, travel expenses related to specific artistic opportunities are eligible. These include (but are not limited to) conferences, summer intensives, paid performances and touring. GCAC will not cover travel unrelated to a formal program or invitation. Travel “for inspiration” or to see other art institutions as a visitor are not eligible. At the time of application submission, artist must provide proof of confirmation for their respective opportunities. Expenses for flight, lodging and ground transportation are all supported.

**NOTE:** Receipt dates must match the proposed travel dates in the application. Expenses incurred before submitted opportunity will not be accepted.
What performance expenses are eligible?
Starting in 2023, performance, event, exhibition and showcase expenses are eligible, with the aim to expand support to more artists. In addition to funds to prepare and rehearse, you may request funds for public presentations such as venue rentals, special event permits, scenery costs and costumes. This is not intended for nonprofit organizations; you cannot apply for expenses related to a project supported by other GCAC grants.

What types of expenses do not qualify?
Not every request nor financial need may qualify. The most common reason an application is not funded is because the request does not fit the program or is for an ineligible expense.

Example expenses that are NOT eligible (list is not comprehensive):

<table>
<thead>
<tr>
<th>Smart phones, televisions, furniture or home upgrades</th>
<th>Marketing or promotion for a business other than your personal art business</th>
<th>Event costs eligible for Project Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your own artist fees (paying yourself or living expenses)</td>
<td>Previously purchased services, products, materials or resources (no reimbursements)</td>
<td>Camera equipment for non-photographer/videographers will be limited to a max of $500</td>
</tr>
</tbody>
</table>

NOTE: If you are unsure if your expenses qualify, please contact grants@gcac.org before starting your application.
When are applications due?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>January 3, 2023</td>
</tr>
<tr>
<td>Draft Review</td>
<td>January 16, 2023</td>
</tr>
<tr>
<td>Application Due</td>
<td>February 1, 2023 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By March 15, 2023</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>March 20, 2023</td>
</tr>
<tr>
<td>Draft Review</td>
<td>May 15, 2023</td>
</tr>
<tr>
<td>Application Due</td>
<td>June 1, 2023 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By July 17, 2023</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

NOTICE: The Funds for Artists Program has been closed for the year following the Round Two June 1, 2023 deadline.

What are draft reviews?

Upon request, Grants & Community Engagement staff will review applications and provide comments up to two weeks before the application deadline. To request a draft review, click “Request Draft Review” at the bottom of the application in the online application system. DO NOT CLICK SUBMIT. Allow at least one week for a response.

What assistance is available for completing an online application?

Live and recorded walk-throughs of the application process are available on our Workshop page: [https://www.gcac.org/workshops-and-resources/workshops/](https://www.gcac.org/workshops-and-resources/workshops/)

If you do not have access to a reliable computer, a computer lab is available for filling out applications at the main GCAC offices.

To reserve a computer, email [grants@gcac.org](mailto:grants@gcac.org).
What are the application questions?

Below you will find the current narrative questions to assist you in your application preparation. Answers less than 2-3 sentences for questions 2 and 3 will not be accepted.

- List what you plan to spend GCAC funds on – be detailed and specific!
- How will the funds help you create your new work, grow your artistic skills, or market your art to a broader audience?
- Describe how you regularly share or plan to share your artwork with the public (performances, exhibitions, sales, publishing, events, etc.)

How do I complete the expense section of the application?

There is a section in the online application where you will add individual line items for each expense (up to eight). You may consolidate expenses if you are purchasing many items. Example listed below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing PR Consultant</td>
<td>$300</td>
</tr>
<tr>
<td>Art Supplies (acrylic paint, brush set, easels)</td>
<td>$400</td>
</tr>
<tr>
<td>Custom Framing Services</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Total: $1,700

NOTE: You will be required to provide receipts for all expenses at the time of your final report. Missing receipts may disqualify you from future funding.
What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the online application system. Please include as much detail as possible so that our staff can verify your qualifications easily.

Required supplemental materials:

- Artist resume and/or artist bio must demonstrate that you qualify as a professional, working artist with an independent body of work by listing:
  - past exhibitions
  - performances
  - film screenings
  - publications
  - readings
- Up to 5 artistic work samples (images, videos, or audio) AND/OR a link to a website showing artistic work samples
- For Travel Requests: Documentation (confirmation email, conference site, etc.) that detail the dates of attendance and expectations of the invited artist

NOTE: Websites or work samples must include an independent body of work created by you that is your own artistic expression. Strictly commercial artistic work, such as portrait/event photography, graphic design for businesses, film/music production for businesses/other artists does NOT qualify.
AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection

Funds for Artists applications are reviewed and approved by the Creative Advancement Committee and accepted by the Board of Trustees. They are non-competitive and are not scored. The applications are evaluated to determine artist and expense eligibility and reviewed for accuracy and completeness.

Notification

Approvals are based on reviews and available funding. Following a vote from the Creative Advancement Committee, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined). You are responsible for keeping your contact information up-to-date in the online application system.

AFTER YOU ARE AWARDED

Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. You will be required to provide proof of residency in order to receive funding. No changes in the proposed expenses can occur without prior written approval from GCAC – send an email to grants@gcac.org if you need to request a change in spending or activities.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. Funds for Artist grantees should use the channels available to them, such as social media, newsletters and press releases to recognize support from GCAC. Refer to APPENDIX A for more details of the contractual publicity requirements.

Payments & Spending the Funds

Grantees will receive 100% of their grant following the receipt of a digitally signed Grant Agreement.

All payments will be issued through ACH Direct Deposit unless otherwise requested.

Banking information is collected (or updated with changes) as part of the grant agreement and is stored securely. You have up to a year to spend the funds.

NOTE: Payments may take up to three weeks to be processed.
Final Reports & Receipts

When completing your Final Report, you will submit your receipts. Final Reports, including receipts for all funds spent, are due no later than one year following your grant approval date. To complete your Final Report, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab.

You will not be eligible to apply for a new grant until you complete any past Final Report.

Extensions may be requested in writing before the Final Report due date. Overdue reports or reports containing shared or copied receipts between artists may affect eligibility and impact grant awards for future applications.
GRANTS FOR ARTISTS

MURAL ASSISTANCE - ARTISTS

DEADLINES
March 15, 2023
5:00 p.m.

PURPOSE:
Provide supplemental support for the creation of murals in the City of Columbus.

THIS GRANT IS OPEN TO:
Mural artists living in Franklin County

AWARD AMOUNT:
$2,500

EVALUATION/NEXT STEPS:
Competitive – community & national panel review.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org
Mural Assistance - Purpose
Provide supplemental support for the creation of murals in the City of Columbus.

Description
This grant is designed to provide partial funding for the creation of exterior murals where a specific wall is identified, there is a written contract between artist(s) and commissioning organization, and additional funding has been pledged or secured. Proceeds from “Art | Activism | Action” book sales benefit the Mural Assistance Grant program, specifically to support projects involving artists of color.

Who is eligible to apply?
This grant program is open to mural artists who:

- Are working artists (age 18 and older) as demonstrated by resume/work samples.
- Have lived in Franklin County for at least one year prior to application.
- Are NOT enrolled as degree-seeking undergraduate students.

What types of projects are eligible?
To qualify for this grant program, all of the following criteria must be met:

- LOCATION: Mural location must be within the City of Columbus (check zoning here, http://gis.columbus.gov/zoning); exterior and visible to the general public (i.e. no inside lobby murals or private courtyards, etc.).
- COMMITMENT: Contract or letter of intent from commissioning organization/company with mural location and total compensation.
- INVESTMENT: Commissioning organization/company MUST agree in writing to provide artist with partial funding of at least $500; some projects may require a much larger match depending on the size of the mural.

How much can I apply for?
All awards for artists are a flat $2,500; funds may be used for artist fees (to pay yourself) or for materials/supplies.

Grantees will receive a 1099 for awards $600 and over.

How often can I receive funds?
To fund as many artists as possible, awarded artists are eligible to reapply every other year. For example, artists selected in 2023 are eligible to reapply in 2025.

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
What is the application timeline?

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>February 1, 2023</td>
</tr>
<tr>
<td>Application Workshop</td>
<td>February 9 from 10:30 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Application Due</td>
<td>March 15 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By April 30</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation.

- Name of organization or company hiring you to create the proposed mural.
- Location of the proposed mural.
- Size of the proposed mural.
- Estimated date of completion of the proposed mural.
- Talk about your past experience working on commissions or murals.
- What is your artistic vision or concept for this mural?
- Optional: Upload a sketch or rendering for the proposed mural, if available.
- Optional: GCAC is committed to funding artists that are representative of our diverse city, especially those from historically marginalized communities. If you are comfortable, please share a little bit about how you self-identify (race/ethnicity, gender identity, part of the LGBTQ+ community, part of the disability community, etc.).

What are the required uploads?

- All materials must be uploaded digitally to the online application system.
- Artist resume or detailed bio that includes a listing of past exhibitions, murals, commissions, etc.
- Up to 5 artistic work samples OR a link to a website showing artistic work samples.
- Contract or letter of intent from the hiring/commissioning organization or company.
AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection

Mural Assistance grants are reviewed by a jury of local community members, GCAC board members and national mural experts. Projects submitted by artists from historically marginalized communities will be prioritized. The jury will evaluate applications based on the following:

- Artistic excellence and ability to execute plan presented.
- Strength of the partnership between muralist and hiring/commissioning organization and company.
- Impact on the community based on mural/size/concept.

Notification

Grant approvals are based on reviews and available funding. Following a vote from the jury, applicants will be notified by email of the application award status. You are responsible for keeping your contact information up-to-date.

AFTER YOU ARE AWARDED

Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. You will be required to provide proof of residency in order to receive funding. No significant changes to the approved mural proposal can occur without prior written approval from GCAC—send an email to grants@gcac.org if you need to request a change.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

The GCAC will provide signage for the mural site. Refer to Appendix A for more details of the contractual publicity requirements.
Payments & Spending the Funds
Grantees will receive 80% ($2,000) of their grant following the receipt of a digitally signed Grant Agreement. The final 20% ($500) will be paid upon the completion of the mural and the submission of a Final Report.

Final Report
To complete your Final Report, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab. You will be required to submit images of your completed mural as part of the Final Report, as well as enter the mural into the GCAC Public Art Database. Extensions may be requested in writing before the Final Report due date. Overdue reports may affect eligibility and impact grant awards for future applications.
PURPOSE:
Provide a stable source of financial support for core arts and cultural organizations that are well-managed, firmly established and have significant impact and broad community engagement.

THIS GRANT IS OPEN TO:
Invitation only for previously approved organizations, due to budget constraints. Recipients are established arts and culture organizations with an average three-year adjusted audited revenue of at least $500,000.

AWARD AMOUNT:
Calculated using three-year average adjusted revenue, scores and applied percentages. Award amounts are contingent upon funds available.

STAFF CONTACT:
Alison Barret | 614-221-8406
abarret@gcac.org
Operating Support - Purpose
Provide an unrestricted source of financial support for core arts and cultural organizations that are well-managed, firmly established, have significant impact and broad community engagement.

Description
The Operating Support program provides unrestricted funding as an investment in the general operations, administration and programs of eligible arts and cultural organizations in all disciplines.

Who is eligible to apply?
No new applicants will be accepted in 2023 unless previously approved due to budget constraints.
Applicants must be independent, historically financially-sound arts and cultural organizations that demonstrate the following attributes to be eligible to apply or maintain eligibility.

Financial Eligibility Requirements
- Minimum of $500,000 three-year average adjusted audited revenue* (see following pages for calculation details);
- Are able to submit the most recent three years of audited financial statements as part of the reporting process;
- Applicants must have an independent audit that includes a statement of functional expenses. If the applying organization is a subsidiary of a parent company that already has audited financial statements, the parent company audit must be submitted along with reviewed financial statements of the applying organization.
- Organizations that are headquartered in Columbus but with satellite sites outside of the city of Columbus must be prepared to submit Columbus-specific audit documentation for programming/operations only within the city of Columbus.
- Present a diverse revenue and support stream;
- Demonstrate a dollar-for-dollar cash match; and
- Have received at least one Project, General or Operating Support grant from GCAC previously.
Artistic Eligibility Requirements

- Primary focus and actual operations are artistic or cultural in nature;
- Demonstrate annual artistic programming for at least three consecutive years;
- Demonstrate exemplary artistic achievement; and
- Engage and compensate professional artists.

City of Columbus & Nonprofit Eligibility Requirements

- Have held their own 501(c)(3) status for at least three consecutive years;
- Based in and primarily serving the city of Columbus; and
- Demonstrate a wide-ranging impact on the city’s economy and tourism.

Board Governance & Staff Eligibility Requirements

- Operate with professional management and artistic staff;
- Have at least one paid full-time staff member;
- Have a minimum of five members of the board of trustees; and
- Operate with a community-based board of trustees charged with legal and fiduciary responsibilities, including the hiring of the chief artistic and/or executive directors.

Inclusion, Diversity, Equity and Access (I.D.E.A.) Requirements

- Have a demonstrated commitment to inclusion, diversity, equity and access;
- Commit to a better understanding of systemic racism, implicit bias and barriers to access; and
- Demonstrate planning toward more diverse representation on board, staff, artists, vendor list and diversity, equity and accessibility in programming, outreach and marketing.
When are applications due?

Operating Support applications are available for submission once per calendar year and are subject to a scored evaluation.

<table>
<thead>
<tr>
<th>APPLICATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
</tr>
<tr>
<td>Application Due</td>
</tr>
<tr>
<td>Applicant Interviews</td>
</tr>
<tr>
<td>Applicants Notified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit and FY Report Due</td>
</tr>
<tr>
<td>Final Report Due</td>
</tr>
</tbody>
</table>

Ticket Fee Requirement

Recipients of Operating Support are required to apply the city of Columbus 5% arts and culture fee to all live admission tickets. For details, [https://www.gcac.org/impact-of-the-arts/columbus-ticket-fee/](https://www.gcac.org/impact-of-the-arts/columbus-ticket-fee/).

How are awards calculated?

Awards are calculated using three-year average adjusted revenue, score and applied percentages. Award amounts are contingent upon funds available.

What are the application questions?

The application questions are focused on five key categories: 1) financial planning, 2) leadership capacity, 3) board engagement, 4) strategic and tactical planning and 5) Inclusion, Diversity, Equity and Access (I.D.E.A.). Below you will find the current narrative and short-answer questions to assist you in your preparation.

SECTION 1: ORGANIZATION LEADERSHIP AND FINANCIAL MANAGEMENT

- Summarize your short- and long-term plans to stabilize/strengthen your financial position. Please note changes in operations, people resources or programming in the past 12 months.
- List up to three objectives/goals for the upcoming 12 months or fiscal year.
• Note any major leadership changes (staff or board) as well as your strategy to recruit and train a diverse, engaged fiscally-responsible board and future staff. How compensation for hired artists and staff is determined (note any reference materials or industry standards used).

SECTION 2: COMMUNITY ENGAGEMENT & COMMITMENT TO INCLUSION, DIVERSITY, EQUITY AND ACCESS (I.D.E.A.)

• What specific efforts demonstrate your commitment to I.D.E.A., internally and externally? How is an equity lens being applied?

• Explain ways you have reduced perceived barriers (physical, geographic, economic, racial, cultural, social and artistic) to make your programming relatable, inclusive and accessible to the broadest community? Describe specific partnerships with and/or outreach efforts to historically-marginalized and/or under-resourced communities.

• We recognize the pandemic will have reduced your impact, but please share any examples of your organization’s effect on economic vibrancy, tourism or national perception of Columbus.

SECTION 3: ARTISTIC QUALITY AND INNOVATION

• Detail innovative approaches to artistic programming and/or operations (past or planned for future). Indicate lessons learned and success of risk taken.

• Discuss partnerships with new or emerging artists and/or arts and cultural organizations. How does this align with your long-term strategy and how will you determine return on investment?

• Note any measurement tools employed. Give an example when evaluation results impacted programming or operations decisions.

What data-based questions will be asked in the application?

• Number of total full-time, part-time and contract employees as of January 1, 2021

• Number of total full-time, part-time and contract employees as of as of April 1, 2023

• Total federal funds received to date from:
  ○ Cares Act
  ○ Shuttered Venue Operating Grants
  ○ American Rescue Plan
  ○ PPP LoanForgiveness recognized as revenue
What demographic data will be collected in the application?
Basic demographic information is collected as part of the grant application process. Organizations are required to report on the demographics of their staff and board of directors. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. See **APPENDIX E** for details.

What are the required Supplemental Materials (uploads)?
All support materials must be uploaded digitally to the online application system.

**Mandatory Supplemental Materials:**
- Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)
- Current Balance Sheet (also known as: Statement of Financial Position)
- Financial forecasts for the next 12 months
- Current board of trustees list, with business affiliations
- Staff list
- Strategic plan

**Optional Supplemental Materials (include if available and relevant):**
- I.D.E.A. strategy or outlined plan
- Marketing plan and/or marketing samples
- Links to current or past media coverage
- Link to or upload of current or upcoming season
- Evaluation tool example and past evaluation/survey results

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
AFTER SUBMITTING – NEXT STEPS

Initial Review
Following the deadline, applications and supplemental materials will be reviewed by Grants & Community Engagement staff members to make sure the application is complete and meets eligibility.

Applicant Interview
Applicants are required to participate in a virtual or in-person interview with GCAC staff and board of trustee(s). Organizations may bring up to three people to the meeting (staff, board or committee members, key volunteers, etc.). The interview is intended to be a conversation to learn more about the organization’s challenges and successes and discuss the specifics of the application. There is no need to prepare additional materials or a presentation.

Evaluation, scoring and voting
Grants are reviewed, evaluated and scored by the Creative Advancement Committee and later presented to the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 100 points (applications receiving scores of 60 or under receive no funding):

- Organizational Leadership & Financial Management – up to 35 points
- Community Engagement & Commitment to I.D.E.A. – up to 35 points
- Artistic Quality & Innovation – up to 30 points

Notification
Grant approvals are based on evaluations, interviews and available funding. Following a vote from the Board of Trustees, applicants will be notified by email of the application award status (approved, approved with contingencies or declined). Emails are sent to the primary grant contact and the authorizing official (as listed in the online application system organizational profile). The organization is responsible for keeping the organization’s contact information up-to-date. You will receive special reviewer/committee notes (if applicable), scores and grant amounts in the notification email.
AFTER YOU ARE AWARDED

Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. Please keep GCAC apprised of any major changes in the organization, especially changes to leadership or Financial Status.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

Operating Support recipients should credit GCAC broadly for ALL of the activities of the organization on an on-going basis. This includes acknowledgement utilizing all channels available, such as: website, social media, press releases, print materials, curtain speeches, special events, e-newsletters, on-location signage, specific exhibitions or projects within a given year. Refer to APPENDIX A for more details of the contractual publicity requirements.

Payments

Grantees will receive quarterly payments to take place on or before the following dates, after the Grant Agreement has been signed:

- June 30, 2023
- September 30, 2023
- December 30, 2023
- March 30, 2024

As always, all grant payments from GCAC are contingent upon available funds, including receipt of funding from the city of Columbus and Franklin County.

On-Site Visits

GCAC makes its most informed funding decisions using documentation of an organization’s activities, including planning and evaluation documents, progress updates and final reports. From time to time, staff and Board members may conduct on-site visits to Operating Support recipients to better assess the impact of the grant awards.

Also, organizations should be prepared to make available up to four complimentary tickets for all performances, exhibits or GCAC funded events at the request of the Grants & Community Engagement department so that staff or trustees can experience your programming live and to become better advocates for the arts in Columbus.
Required Reporting

Operating Support recipients have a multi-step standard reporting process driven by the organization’s fiscal year and the term of GCAC grant agreement. All reporting is submitted through the online application system portal, under the “Requires Attention” section, “Reports” tab.

Fiscal Year (FY) Report and Audited Financial Statements are due 105 days after an organization’s fiscal year end. You will find this in the online application system. Log in, scroll to the bottom to the “Requires Attention” section, in the “Reports tab”, there is a button to open the FY Report.

Please follow these steps:

- Upload the newly completed Audit in the “Supplemental Materials” tab.
  - Must include Statement of Functional Expenses.
  - Include management letter or other documentation provided by auditors, if applicable.
- Use the information from your audit to complete the Comparative Financial Statement.
  - In the “Supplemental Materials” tab, find the financial spreadsheet under Comparative Financial Statement.
  - Download the spreadsheet and then update the FY22 Actuals and FY23 Budget. Add comments on variances of 20%. Save it to your computer. The numbers in the audit and the updated Comparative Financial spreadsheet MUST match. This is critical.
  - Upload the revised/new spreadsheet to the section titled: ComparativeFinancial Statement UPDATED.
  - Using the data in your financial spreadsheet (pulled from your audit), complete the rest of your FY Report and submit by the due date indicated in the system.

NOTE: Failure to upload audited financial statements and the comparative financials spreadsheet and complete the FY Report on the due date will result in a reduction of the grant award in the amount of $500 per day overdue; the reduction will be applied to the next disbursement.

If GCAC staff has to send more than two reminders for corrected info, there may be a penalty in the form of a reduced disbursement.

An extension may be granted by the Grants & Community Engagement department as long as the extension is requested in writing BEFORE the due date. GCAC staff has the authority to deny an extension if there is a history of unsupported extension requests.
**FINAL REPORT** is due August 5 annually.

- A (30) day extension may be requested in writing **BEFORE** the due date.
- Failure to submit a final report within 60 days of the due date without an approved extension, may result in the cancellation of the remaining grant amount.
- Note that this date is based on ticket fee collection and allows for reporting of 12 months of ticket fee each year.

**Removal from Operating Support**

The Grants & Community Engagement staff monitors the eligibility status of Operating Support recipients and provides notification if the organization’s continued participation in Operating Support appears to be in jeopardy.

An Operating Support recipient may receive notice of impending ineligibility if the recipient:

- Receives a note of going concern in their audited financial statements (which is your auditor reporting a substantial doubt about your organization’s ability to continue operations); or
- Does not meet the minimum three-year average adjusted annual audited revenue of $500,000; or
- The organization’s sustainability is deemed vulnerable or at risk due to financial, board or leadership mismanagement or misconduct.
- The following measure has been **PAUSED** due to COVID, but may be reinstated in the future:
  - Demonstrates a 10% or greater deficit for two consecutive fiscal years.

The above reasons are considered just cause to designate an organization ineligible for the Operating Support program. However, with the recommendation of the Creative Advancement Committee, the GCAC Board reserves the authority to terminate or extend an organization’s participation at any time.

Once a recipient organization has received notice of concern from GCAC, the notice must be distributed to all members of the recipient’s Board of Trustees. Organizations may be asked to submit their Board-approved solution and/or provide additional monthly/quarterly organizational and programming reports. Additional restrictions and requirements may accompany any grant. **An organization’s failure to take corrective action and demonstrate annual progress and stabilization will make it ineligible for Operating Support.** An organization cannot receive Operating Support without meeting all eligibility requirements for three consecutive years. GCAC staff and trustees may rely on external evaluations to assess the organization’s eligibility.
Grants for Organizations

General Support

Deadlines
May 1, 2023
5:00 p.m.

Purpose:
Provide a stable source of financial support for established small to mid-sized arts organizations putting on a full season of public activities.

This Grant Is Open To:
Small to mid-sized Columbus arts organizations whose primary mission is arts and culture and have an annual operating budget under $500,000.

Award Amount:
Award amount received will be based on the organization’s three-year adjusted revenue, committee score and applied percentages.

Evaluation/Next Steps:
Scored grant - rubric out of 100 pts.
Committee review.
Applicant interviews, as needed.

Staff Contact:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org
General Support - Purpose
Provide a stable source of financial support for established small to mid-sized arts organizations putting on a full season of public activities.

Description
The General Support grants provide unrestricted funding for small to mid-sized arts organizations that produce and/or present full seasons of performances, exhibitions and arts events. The majority of activities must be open to the public, presented primarily at venues in the city of Columbus, include significant participation of professional artists and have an implementation plan outlined at time of submission.

Who is eligible to apply?
Applicants must meet ALL of the following criteria to apply for General Support.

• Registered 501(c)(3) nonprofit organizations whose primary mission is arts and culture with at least three-years of activity;

• Have an annual operating budget (three-year average) of under $500,000 (no minimum budget requirements);
  o Organization must be able to provide three years of detailed Profit & Loss statements, the most recently completed Balance Sheet statement, the most recent 990 (if applicable) and complete a calculation sheet provided by GCAC.

• Present a full season of art activities for the public featuring paid, professional artists; at least 70% of the operational budget must be dedicated to these activities (this percentage cannot include fundraisers, public art, education/classes, youth programs or social service programs);

• At least 50% of public activities take place within the city of Columbus (check zoning here http://gis.columbus.gov/zoning/);

• Must have previously received at least one Project or Operating support grant from GCAC;

• Have a board of directors/trustees with a minimum of five members who are not paid staff.
Organizations who have not received General Support in the past must pre-qualify and receive approval to apply in the first year. To pre-qualify, send the following documents to grants@gcac.org by March 1, 2023:

- Detailed final Profit & Loss statements (also known as: statement of activities, income and expense statement) for the past three years (2022, 2021 and 2020).
- Detailed Balance Sheet (also known as: Statement of Financial Position) for 2022. Please include 2022, 2021 and 2020 if available.
- Most recently filed 990
- Funding Calculation Sheet (click link to download)

What types of organizations are NOT eligible?

- Temporary or permanent public art installations as the focus of the organization.
- Educational programs (including workshops) or youth programs as the focus of the organization.
- Arts therapy programs as the focus of the organization.
- Social service organizations that have arts programming as a part of the organization.

NOTE: If you are unsure if your organization meets the eligibility requirements, please contact McKenzi Swinehart at mswinehart@gcac.org, before starting the application.

How are awards calculated?

Award amount received will be based on the organization’s three-year adjusted revenue, committee score and applied percentages. Award amounts are contingent upon funds available.
How often can we apply? Can we apply for other organizational grants?

Applicants can receive one General Support award per calendar year (qualified organizations may also apply to the Thrive program). Organizations receiving General Support cannot apply for Operating or Project Support.

When are applications due?

General Support applications will be accepted once per calendar year.

<table>
<thead>
<tr>
<th>Financials Due for Pre-Qualification</th>
<th>March 1, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>March 31</td>
</tr>
<tr>
<td>Draft Review Request Due (new applicants only)</td>
<td>April 17</td>
</tr>
<tr>
<td>Application Due</td>
<td>May 1 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of June</td>
</tr>
<tr>
<td>Fiscal Year (FY) Report Due</td>
<td>90 days after organization’s Fiscal Year End</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>August 5, 2024</td>
</tr>
</tbody>
</table>

*What is a Draft Review? Available to New Applicants ONLY*

**Draft Review:** A Grants & Community Engagement staff member will review the draft application and provide written feedback and helpful suggestions, giving you a chance to make edits and updates before submitting.

Requests for Draft Reviews must be submitted by clicking the “Request Draft Review” button at the bottom of your online application at least two weeks before the application due date.

What are the application questions?

Below you will find the current narrative and short-answer questions to assist you in your preparation.

**SUMMARY: ORGANIZATION OVERVIEW**

- Describe your organization’s upcoming activities for the next year. Write as if the person reading the application knows nothing about your regular programming. Include details on the types of activities and programs, plus any changes you are anticipating in the coming year.

- Upload a schedule of art activities/events for the public featuring paid, professional artists with dates and locations (do not include rehearsals/preparations, educational activities, or fundraisers). For example, most activities will be exhibits, performances, festivals or art events. Tentative plans are acceptable.
• Projected total public attendees for all public activities (do not include participating artists or volunteers).
• Projected number of artists employed (full-time, part-time, contract, stipend).
• Out of the artists paid, list number of artists paid residing in Franklin County.
• How many volunteers participate in the planning and execution of the season?
• How many volunteer hours will be donated (approximate)?

SECTION 1: ORGANIZATIONAL LEADERSHIP & FINANCIAL MANAGEMENT
• Size of Board of Directors/Trustees
• List three organizational goals for the upcoming 12 months. These can be financial, artistic, programmatic, strategic, structural, or policy goals.
• What are your plans to strengthen and/or sustain your financial position?

SECTION 2: COMMUNITY ENGAGEMENT & COMMITMENT TO INCLUSION, DIVERSITY, EQUITY AND ACCESS (I.D.E.A.)
• I.D.E.A.: What specific efforts demonstrate your commitment to Inclusion, Diversity, Equity and Access? How do you engage with, listen to and empower voices from historically-marginalized groups?
• Community Engagement: How else do you engage with the broad community? Talk about your partnerships and collaborations, outreach to neighborhoods, community activism, etc.

SECTION 3: ARTISTIC QUALITY & INNOVATION
• Quality: What does your organization do differently from other similar arts groups? What makes you special?
• Innovation: What artistic risks are you taking this year? How are you innovating your activities and programs? What’s new since last year?
• Professional Artists: Talk about the professional artists you hire throughout the season. How artist compensation is determined and demonstrated (please include a payment range)? How do you engage with local artists?

SECTION 4: DEMOGRAPHIC DATA
Basic demographic information is collected as part of the grant application process. Organizations are required to report on the demographics of their staff and board of directors. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. See Appendix F for details.
What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the online application system. The financial documents that you provided during the pre-qualification process will also be reviewed and scored as part of the application.

Mandatory Supplemental Materials:
- Current board list, with business affiliations
- Current staff list, if applicable

Optional Supplemental Materials (include if available and relevant):
- Strategic Plan
- Marketing plan and/or marketingsamples
- Links to current or past media coverage
- Artistic work sample materials
- Evaluation tool example and past evaluation/survey results
2023 GRANTS & COMMUNITY ENGAGEMENT GUIDELINES

AFTER SUBMITTING – NEXT STEPS

Initial Review
Following the deadline, applications and supplemental materials will be reviewed by Grants & Community Engagement staff members to make sure the application is complete and meets eligibility. Staff will complete an initial draft score of the application based on the scoring section below.

Evaluation, scoring and voting
Grants are reviewed, evaluated and scored by the Creative Advancement Committee and later presented to the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 100 points (applications receiving scores of 60 or under receive no funding):

- Organizational Leadership & Financial Management – up to 35 points
- Community Engagement & Commitment to I.D.E.A – up to 35 points
- Artistic Quality & Innovation – up to 30 points

Notification
Grant approvals are based on evaluations and available funding. Following a vote from the Board of Trustees, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined). Emails are sent to the primary grant contact and the authorizing official, as listed in the online application system organizational profile. You will receive reviewer/committee notes and a score in the notification email.

AFTER YOU ARE AWARDED

Grant Agreement
Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No major changes in the project can then occur, either in activities, key leadership or finances, without prior written approval from GCAC. Failure to properly notify and/or obtain approval could result in the cancellation of the remaining grant.
Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

General Support recipients should credit GCAC broadly for ALL of the activities of the organization on an on-going basis. This includes acknowledgement utilizing all channels available, such as: website, social media, press releases, print materials, curtain speeches, special events, e-newsletters, on-location signage and on specific exhibitions or projects within a given year. Refer to APPENDIX A for more details of the contractual publicity requirements.

Payments

Grantees will receive quarterly payments to take place on the following dates, after the Grant Agreement has been signed:

- June 30, 2023
- September 30, 2023
- December 30, 2023
- March 30, 2024

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

Grantee Follow-up Meetings and On-Site Visits

General Support grantees will have a scheduled meeting with GCAC staff and trustees, when available, within six months of the award date. This meeting is intended to be an open dialogue between grantee and funder. The organization will have the opportunity to update GCAC on exciting news, changes in the organization and challenges. From time to time, staff and Board members may conduct on-site visits to General Support recipients to better assess the impact of the grant awards.

Also, organizations should be prepared to make available up to four complimentary tickets for all performances, exhibits or events funded at the request of the Grants & Community Engagement department so that staff or trustees can experience your programming live and to become better advocates for the arts in Columbus.

Reporting

General Support recipients have a multi-step standard reporting process driven by the organization’s fiscal year and the term of GCAC grant agreement. All reporting is submitted through the online application system portal, under the “Requires Attention” section, “Reports” tab.
Fiscal Year (FY) Reports are due 90 days after your organization’s fiscal year end. You will find this in the online application system application system. Log in, scroll to the bottom to Requires Attention section, in the Reports tab, there is a button to open the FY Report.

- Upload your new Balance Sheet and Profit & Loss Statements for the recently completed fiscal year;
- Complete and upload a new Funding Calculation Sheet

Final Reports are due August 5, annually.

- Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant amount.

Extensions may be requested in writing before the report due date. Overdue or incomplete reports may affect eligibility and impact grant awards in future applications.

General Support Recipient Expectations

The Grants & Community Engagement staff monitors General Support recipients and provides notification if the organization’s continued participation appears to be in jeopardy. An organization’s sustainability is deemed vulnerable or at risk due to financial, board or leadership mismanagement or misconduct. However, with the recommendation of the Creative Advancement Committee, the GCAC Board reserves the authority to terminate or extend an organization’s participation at any time.
GRANTS FOR ORGANIZATIONS

PROJECT SUPPORT

• EVENTS
• FESTIVALS
• SERIES

DEADLINES
February 15, 2023
5:00 p.m.
August 15, 2023
5:00 p.m.

PURPOSE:
Provide support for a broad range of arts and cultural projects, including events, festivals and series

THIS GRANT IS OPEN TO:
Organizations whose primary mission is arts & culture.
Individual artists or groups in collaboration with a Fiscal Sponsor.

AWARD AMOUNT:
Up to $30,000

EVALUATION/NEXT STEPS:
Scored grant - rubric out of 20pts.
Committee review; applicant interviews, as needed.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org
Project Support: Events, Festivals, Series

Provide support for a broad range of arts and cultural projects, including events, festivals and series.

Description

Project Support: Events, Festivals, Series grants provide assistance for performances, exhibitions, festivals, locally-produced film presentations and community events where the arts are at the core of the project. Projects must be open to the public, include significant participation of professional artists and have an implementation plan outlined at time of submission.

Who is eligible to apply?

Applicants must fall under one of the following categories to apply for Project Support: Events, Festivals, Series.

- Registered 501(c)(3) nonprofit organizations whose primary mission is arts and culture.
  - Organizations operating a comprehensive arts program who have a primary mission outside of arts & culture may be considered; please contact grants@gcac.org before starting application for pre-approval.
  - Organizations receiving General Support or Operating Support are NOT eligible to apply. Thrive grantees ARE eligible to apply.
- Applicants without nonprofit status are eligible to apply in collaboration with a qualified, local Fiscal Sponsor. See APPENDIX B for more information about applying with a Fiscal Sponsor.
  - Groups without 501(c)(3) status
  - Individual artists

What types of projects are eligible?

Performances, exhibits and arts events. The primary request must be for an event or series of events that is designed for the benefit of the general public and allows the community to experience the arts.

Additionally, all projects must meet the following criteria:

- At least 50% of proposed activities take place within the city of Columbus (check zoning here http://gis.columbus.gov/zoning/);
- Demonstrate compensation to professional artists involved in the project; and
- Be open and promoted to the general public (free or ticketed).
What types of projects or events are **NOT** eligible?

- Fundraising events
- Competitions and/or award shows
- Requests for the creation of art without a public event, performance, or exhibit
- Temporary or permanent public art (see Mural Assistance Grant for mural funding)
- Educational programs (including workshops) or youth programs
- Arts therapy programs or projects that primarily use the arts as a tool to raise awareness
- Projects that primarily feature, support or fund one individual artist

**NOTE:** If you are unsure if your project meets the eligibility requirements, please contact McKenzi Swinehart at mswinehart@gcac.org, before starting the application.

**Cultural Festival Funding**

Cultural festivals with a primary focus on presenting the arts (including dance, fashion, film, literary, music, theatre, and visual arts) that represent Black, Indigenous, People of Color, and/or immigrant, refugee, and New American audiences and producers/presenters, may make an annual request for Cultural Festival Funding of $2,500 from GCAC without formally entering the Project Support application process. Applicants applying for or receiving Project Support in 2023 for any projects are not eligible to also request Cultural Festival Funding. Requests for funding must be received no later than 30 days prior to the festival’s start date and are subject to approval based on eligibility and available funding. Please note that food and beverage festivals will not be considered at this time.

To request festival funding of $2,500, please email grants@gcac.org with the following information:

- Festival Name
- Festival Date
- Festival Location
- Festival Website and/or Social Media, if available
- Festival Flyer and/or Promotional Material, if available
- Primary Leader’s Name, Email Address, and Phone Number
What award amount can we receive?

Most projects receive a partial award of $3,000-$10,000. No projects will be fully funded and applicants should expect to secure additional funding outside of GCAC. Actual amount received will be based on the project budget and the committee score. Some very large budget projects may receive up to $30,000.

NOTE: Fully virtual projects will be capped at a maximum award of $5,000 (before score is applied). In-person or hybrid events are strongly encouraged.

How often can we apply? Can we apply to other organizational grants?

Applicants can receive one Project Support award per calendar year. Qualified organizations may also apply to the Thrive program.

When are applications due?

Project Support applications will be accepted twice per year.

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>January 13, 2023</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Draft Review or Guidance Call*</td>
<td>February 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Application Due</td>
<td>February 15 at 5:00 p.m.</td>
<td>August 15 at 5:00 p.m.</td>
</tr>
<tr>
<td>Introductory Meetings</td>
<td>March 1 - 3</td>
<td>August 29 - 31</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of March</td>
<td>End of September</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>30 days following Project End Date</td>
<td></td>
</tr>
</tbody>
</table>

*What is a Draft Review or Guidance Call?*

**Draft Review:** A Grants & Community Engagement staff member will review the draft application and provide written feedback and helpful suggestions, giving you a chance to make edits and updates before submitting.

**Guidance Call:** A Grants & Community Engagement staff member will review the draft application and schedule a phone call to offer feedback and helpful suggestions and answer any questions before submitting.

Requests for Draft Reviews or Guidance Calls must be submitted by clicking the appropriate button on the bottom of your online application at least two weeks before the application due date.
*Who may request a Draft Review or Guidance Call?*

**New applicants:** Draft Reviews/Guidance Calls are **required** for new Project Support applicants and must be requested at least two weeks before the due date. If a Draft Review/Guidance Call is not requested, **your application will be automatically declined**.

**Returning applicants:** Draft Reviews/Guidance Calls are only **available** for:

- Returning applicants who have not received a grant in the past two years.
- Returning applicants who received a score of 14 or under on the previous year’s application.

**What are the application questions?**

Below you will find the current narrative and short-answer questions to assist you in your preparation.

**SUMMARY: EVENT, FESTIVAL, SERIES OVERVIEW**

- Describe your project in detail. Write as if the person reading the application knows nothing about the activities you are planning.
- Upload a full schedule of project activities/events locations. Tentative plans are acceptable.
- Project Start and End Date
- Projected total public attendees for all activities (do not include participating artists or volunteers).
- Is the project free to the public? What is the anticipated ticket price or price range?
- How many tickets will be donated to reach underserved community members?
- Projected number of artists paid through this project.
- Out of the artists paid, list number of artists paid that reside in Franklin County.
- How many volunteers participate in the planning and execution of your project?
- How many volunteer hours will be donated for this project (approximate)?
SECTION 1: COMMUNITY ENGAGEMENT & COMMITMENT TO INCLUSION, DIVERSITY, EQUITY AND ACCESS (I.D.E.A.)

• Audience: Who are you hoping to reach with this project? Tell us everything you know about your current audience and any new audiences you’d like to reach.
  o Tip: Get specific! Don’t say “I want to reach everyone in Central Ohio.”

• Community Reach: Tell us about your marketing plan and any collaborations or partnerships.

• I.D.E.A.: Describe specific efforts related to this project that demonstrate your commitment to Inclusion, Diversity, Equity and Access (I.D.E.A.). How do you engage with, listen to and empower voices from historically-marginalized groups?
  o Tip: List measurable goals or reflect on recent accomplishments. No need to include your organization’s IDEA statement; instead, tell us how the concepts of I.D.E.A. are accomplished in your project/org.

SECTION 2: ARTISTIC EXCELLENCE & IMPACT

• Excellence: How will this project demonstrate artistic excellence? What makes this project special and different from other artistic endeavors? How is innovation demonstrated in this project?

• Professional Artists: Talk about the professional artists you are hiring for this project. How were they selected? How is artist compensation determined and demonstrated (please include a payment range)? How do you engage with local artists?

SECTION 3: DEMOGRAPHIC DATA

Basic demographic information is collected as part of the grant application process. Organizations are required to report on the demographics of their staff and board of directors. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. See APPENDIX F for details.

How do I complete the budget section of the application?

You must also complete a budget for the project in the online application system. You will add individual line items for project revenue (including earned revenue and contributed support), project in-kind support and overall project expenses. There is a column to indicate where the requested GCAC funding will be applied, if awarded.

There’s also a section to note any budget or financial items that need further explanation (optional).
What are the required Supplemental Materials (uploads)?
All support materials must be uploaded digitally to the online application system.

**Mandatory Supplemental Materials:**

- Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)
- Current board, staff and/or project committee list, indicate each person’s role in the project
- If applying with a Fiscal Sponsor:
  - Fiscal Sponsor’s most recently submitted 990
  - Fiscal Sponsor contract or agreement
  - Annual events/programs must submit financial bookkeeping records. See [APPENDIX B](#) for details.

**Optional Supplemental Materials (include if available and relevant):**

- Past fiscal year Profit & Loss statement with budget and year-end totals (also known as: statement of activities, income and expense statement)
- Most recently filed 990
- Marketing plan and/or marketing samples
- Links to current or past media coverage
- Artistic work sample materials

**First-time applicants** will also need to submit the following under the “Other Materials” upload section:

- Proof of 501(c)(3) status
- Brief organizational history
AFTER SUBMITTING – NEXT STEPS

Initial Review
Following the deadline, applications and supplemental materials will be reviewed by Grants & Community Engagement staff members to make sure the application is complete and meets eligibility. Staff will complete an initial draft score of the application based on the scoring section below.

Introductory Meetings (new applicants only)
Applicants that are new to Project Support or have not received Project Support in the past three years will be required to participate in an in-person or virtual Introductory Meeting with GCAC staff and a trustee. The Introductory Meeting is intended to be a conversation to learn more about your organization, discuss specifics of the application and tell you more about GCAC and the grant process. There is no need to prepare additional materials or presentation.

Applicant Interviews (previous grantees, as needed)
Occasionally, repeat applicants will be asked to attend an Applicant Interview before grant approval to clarify the application, discuss organizational changes or review the financials submitted.

Evaluation, scoring and voting
After the interview, grants are reviewed, evaluated and scored by the Creative Advancement Committee and later presented to the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 20 points (applications receiving scores of 10 or under receive no funding):

- Community Engagement & Commitment to I.D.E.A. – up to 8 points
- Artistic Excellence & Impact – up to 5 points
- Project Management & Budget/Financials – up to 7 points

Notification
Grant approvals are based on evaluations and available funding. Following a vote from the Board of Trustees, applicants will be notified by email of the application award status (approved, approved with contingencies or declined). Emails are sent to the primary grant contact and the fiscal sponsor, if applicable. You will receive reviewer/committee notes (if applicable) and a score in the notification email.
AFTER YOU ARE AWARDED

Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No major changes in the project can then occur, either in activities, key leadership, or finances, without prior written approval from GCAC. Failure to properly notify and/or obtain approval could result in the cancellation of the remaining grant.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

Project Support grantees should credit GCAC for all events associated with the project activities detailed in the application utilizing website pages, social media posts and events, print materials, curtain speeches, e-newsletters and on-site signage. Refer to APPENDIX A for details of the contractual publicity requirements.

Payments

Grantees will receive 50% of their grant award following the receipt of a digitally signed Grant Agreement. The remaining 50% will be paid following receipt and approval of the final report.

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

NOTE: Payments may take up to three weeks to be processed. Make sure all of these are the same phrase in each section.

Grantee Follow-up Meetings and On-Site Visits

Project Support grantees will have a scheduled meeting with GCAC staff and trustees, when available. This meeting is intended to be an open dialogue between grantee and funder. The organization will have the opportunity to update GCAC on exciting news, changes in the organizations and challenges.

Also, organizations should be prepared to make available up to four complimentary tickets for all performances, exhibits, or events funded at the request of the Grants & Community Engagement department so that staff or trustees can experience your programming live and become better advocates for arts in Columbus.
Final Reports

Final Reports are due 30 days following completion of the grant period as indicated in your Grant Agreement. To complete the Final Report, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab. Extensions may be requested in writing before the Final Report due date. Failure to submit a Final Report within 90 days of the due date may result in the cancellation of the remaining grant disbursement. Overdue or failure to submit final complete reports may affect eligibility and impact grant awards in future applications.
GRANTS FOR ORGANIZATIONS

THRIVE

PURPOSE:
Support art organizations and art collectives led by and serving people of color through unrestricted funding and resources.

THIS GRANT IS OPEN TO:
Arts and culture organizations and existing art collectives that are led by and serving people of color.

AWARD AMOUNT:
Up to $40,000 over three years.
- Year 1: $10,000 unrestricted
- Year 2: $10,000 unrestricted and $5,000 for consultant
- Year 3: $10,000 unrestricted and option to serve as a mentor and receive $5,000 stipend

EVALUATION/NEXT STEPS:
Competitive – up to three awardees selected annually. Community panel review. Notifications 45 days after deadline.

STAFF CONTACT:
Alison Barret | 614-221-8406
abarret@gcac.org

DEADLINE
October 2, 2023
5:00 p.m.
Thrive - Purpose
To support art organizations and art collectives led by and serving people of color through unrestricted funding and resources.

Description
This program is intended to address disparities in inequitable funding in the arts and its impact on arts and cultural organizations led by and serving people of color. Thrive will provide unrestricted funding and resources to organizations of color that have historically experienced barriers to capital and resources.

In order to increase and develop the number of thriving BIPOC arts organizations in Columbus, we expanded eligibility in 2022 to include art collectives that do not currently have nonprofit status but have experience presenting public art events.

Who is eligible to apply?

Nonprofit Organizations
Applicants must meet the following criteria to be eligible:

• Be a registered 501(c)(3) nonprofit organization
• The organization:
  o Have a mission that is focused on arts and culture;
  o Serve the city of Columbus through the majority of events/programs hosted within city limits;
  o Demonstrate at least one year of arts programming open to the general public; and
  o Engage and compensate local professional artists.
• Organizations must be led by and serve BIPOC/ALAANA communities. Both acronyms are inclusive of race and ethnicity.
  o Definitions:
    ▪ BIPOC (Black, Indigenous and People of Color)
    ▪ ALAANA (African, Latinx, Asian, Arab and Native American) is an acronym used nationally by arts sector leaders like Grantmakers in the Arts and Americans for the Arts.
Art Collectives

- A community art collective that has experience presenting art events/performances to the broad public. In essence, this collective/group practically operates like a nonprofit but without the IRS designation.
  - Nonprofit status is not a requirement at the time of the application but should be a goal to attain status or have a concrete alternate plan for sustainability by the end of the three-year engagement period.
- The collective must:
  - Have a mission that is focused on arts and culture;
  - Serve the city of Columbus through the majority of events/programs hosted within city limits; and
  - Engage and compensate local professional artists.
- Collectives must be led by and serving BIPOC/ALAANA communities. Both acronyms are inclusive of race and ethnicity.
  - Definitions:
    ▪ BIPOC (Black, Indigenous and People of Color)
    ▪ ALAANA (African, Latinx, Asian, Arab and Native American) is an acronym used nationally by arts sector leaders like Grantmakers in the Arts and Americans for the Arts.

Who is NOT eligible to apply?

- Organizations who receive Operating Support from GCAC. (General Support and Project Support recipients ARE eligible to apply.)
- Organizations/Collectives where the majority of programming and budget is dedicated to:
  - Arts education or youth programs
  - Therapeutic arts programs
  - Using arts as a tool for raising awareness about other issues
- Band/ensemble or individual artists.

NOTE: If you are unsure if your organization/collective meets the eligibility requirements, please contact Alison Barret at abarret@gcac.org before starting the application.
How much is the award?

Up to three organizations/collectives will be selected annually to be part of a three-year engagement program. Grantees are awarded an unrestricted $30,000, payable over three years, plus $10,000 in designated support or stipends.

Year One:

- Grantees are awarded an unrestricted grant of $10,000.
- Grantees are connected to helpful business resources and subject matter experts in the community and at GCAC.
- Grantees will gather as a group for peer exchanges.

Year Two:

- Grantees are awarded a second disbursement of $10,000 following the submission of a progress report.
- Grantees are provided $5,000 to hire a consultant for an assessment, strategy or specific plan, as identified by their board.

Year Three

- Grantees are awarded a third disbursement of $10,000 following the submission of a final report.
- Each organization has the option to serve as a mentor to new groups awarded Thrive and will receive a $5,000 stipend for their time.

How often can I apply?

Awarded organizations/collectives will only be selected for the multi-year program once. Organizations/collectives who apply and are not selected may reapply each year.

When are applications due?

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application opens</td>
<td>September 1, 2023</td>
</tr>
<tr>
<td>Application Due</td>
<td>October 2 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of November</td>
</tr>
<tr>
<td>Year 1 Progress Report Due</td>
<td>October 1, 2024</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>October 1, 2025</td>
</tr>
</tbody>
</table>

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
What assistance is available for completing an online application?

If you do not have access to a reliable computer, a computer lab is available for filling out applications. To reserve a computer, email grants@gcac.org.

For more information about additional accommodations, refer to APPENDIX C.

What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation.

SECTION 1: ORGANIZATIONAL QUESTIONS

• Share your organization’s mission and history.
• Briefly describe your organization’s annual activities. Which programs are the most successful?
• What are your organizational goals for the next three years? Define at least three specific, measurable goals with a timeline for completion of each goal.
• How will funding be used to accomplish these stated goals?
• Other than funding, what resources, mentors and tools could be helpful to you in creating or executing a long-term plan for organizational sustainability and growth?

SECTION 2: DEMOGRAPHIC DATA

Basic demographic information is collected as part of the grant application process. Organizations/collectives are required to report on the demographics of their staff (paid or unpaid) and board of directors/advisors. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. See APPENDIX F for details.

What are the required Supplemental Materials (uploads)?

• Most recently filed 990
• Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement).
  o If you are not yet a registered 501(c)(3) nonprofit and you are not in the practice of managing P&L statements or budgets/actuals documents, please submit financial documents that you do have.
• Past fiscal year Profit & Loss statement with budget and year-end totals (also known as “statement of activities, income and expense statement”).
  o If you are not yet a registered 501(c)(3) nonprofit and you are not in the practice of managing P&L statements or budgets/actuals documents, please submit financial documents that you do have.
• Board of directors, staff and key volunteers list (submit what is applicable).
AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection
Following the deadline, applications and supplemental materials will be reviewed by Grants & Community Engagement staff members for completeness and eligibility. Applications are evaluated on organizational leadership, community engagement, progress to date, vision/goals and sustainability of the organization. Grants are reviewed and ranked by the Thrive Committee, which include a GCAC Trustee and community leaders of color. Additional materials or application clarification may be requested by staff or committee members to assist in the evaluation process. The strongest applications (up to three) will be recommended to the Board of Trustees for approval.

Notification
Grant approvals are based on evaluations and available funding. Following a vote from the Board of Trustees, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined). Emails are sent to the primary grant contact and the authorizing official, as listed in the online application system organizational profile.

AFTER YOU ARE AWARDED

Grant Agreement
Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No major changes in the grant can then occur, either in activities, key leadership, or finances, without prior written approval from GCAC.

Publicity/Donor Acknowledgement
Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

Thrive grantees should credit GCAC broadly for ALL of the activities of the organization on an on-going basis, where feasible. This includes acknowledgement utilizing all channels available, such as: website, social media, press releases, print materials, curtain speeches, special events, e-newsletters, on-location signage and on specific exhibitions or projects within a given year. Where possible, please include the following phrase “…<Your Organization Name> is a proud recipient of GCAC’s Thrive grant. The Thrive program is intended to address disparities in inequitable funding and provides unrestricted funding and resources to arts organizations and art collectives led by and serving people of color.” Refer to APPENDIX A for more details of the contractual publicity requirements.
Payments

Grantees will receive 100% of their Year One award following the receipt of a digitally signed Grant Agreement. The Year Two award will be disbursed in full after the completion of a satisfactory Progress Report. The Year Three award will be disbursed in full after submission of satisfactory Final Report.

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

NOTE: Payments may take up to three weeks to be processed.

On-Site Visits

GCAC makes its most informed funding decisions using documentation of an organization’s activities, including planning and evaluation documents, progress updates and final reports. From time to time, staff and Board members may conduct on-site visits to Thrive recipients to better assess the impact of the grant awards.

Also, organizations/collectives should be prepared to make available up to four complimentary tickets for all performances, exhibits, or events funded at the request of the Grants & Community Engagement department so that staff or trustees can experience your programming live and to become better advocates for the arts in Columbus.

Required Reporting

A Progress Report is due 11 months after the initial award date; a Final Report is due 12 months after the Progress Report. To complete your reports, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab. Extensions may be requested in writing before the Final Report due date. Failure to submit a report within 90 days of the due date may result in the cancellation of participation in the program. Overdue or failure to submit final complete reports may affect eligibility and impact grant awards in future applications.
GRANTS FOR ORGANIZATIONS

MURAL ASSISTANCE - ORGANIZATIONS

DEADLINES
March 15, 2023
5:00 p.m.

PURPOSE:
Provide support to nonprofits for the creation of murals in the City of Columbus.

THIS GRANT IS OPEN TO:
Any registered 501(c)(3) nonprofit organizations located in the City of Columbus (not restricted to arts only).

AWARD AMOUNT:
$5,000-15,000

EVALUATION/NEXT STEPS:
Competitive – community & national panel review.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org
Mural Assistance - Purpose
Provide support for the creation of murals in the City of Columbus.

Description
This grant is designed to provide funding for the creation of exterior murals by local artists where a specific wall is identified, maintenance is planned and there is a written contract between artist(s) and commissioning organization and additional funding has been pledged or secured. Proceeds from “Art | Activism | Action” book sales benefit the Mural Assistance Grant program, specifically to support projects involving artists of color.

Who is eligible to apply?
This grant program is open to:
• Any registered 501(c)(3) nonprofit organizations located in the City of Columbus (not restricted to arts only).

What types of projects are eligible?
To qualify for this grant program, all of the following criteria must be met:
• LOCATION: Mural location must be within the City of Columbus (check zoning here, [http://gis.columbus.gov/zoning](http://gis.columbus.gov/zoning)); exterior and visible to the general public (i.e. no inside lobby murals or private courtyards, etc.) and art for art’s sake rather than organizational marketing (i.e. the mural should not be nonprofitname/logo/brand).
• PLANNING: Organizations must have a plan for the selection/hiring/payment of artist(s) and a timeline to complete within 12 months of the award date.
• INVESTMENT: Commissioning organization must be investing funding, resources and/or staff support to the project.

How much can I apply for?
Awards for organizations will range from $5,000-15,000, depending on the size of the mural and artist fees.

What is the application timeline?

<table>
<thead>
<tr>
<th>Application Opens</th>
<th>February 1, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Workshop</td>
<td>February 8 from 10:30 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Application Due</td>
<td>March 15 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By April 30</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>
What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation.

- Location of the proposed mural.
- Size of the proposed mural.
- Estimated date of completion of the proposed mural.
- Total amount to be paid to artist(s).
- What is the plan to maintain the mural? How long will the mural be maintained?
- What is the organization’s investment to the mural project (funds, staff time, events, etc.)?
- How will you publicize the creation and unveiling of the mural?
- Talk about the artist selection process. How will your organization communicate with and support selected artist(s)?
- What is the artistic vision or concept for this mural? Will the artist have complete creative control or will the organization be guiding the design process?

What are the required uploads?

All materials must be uploaded digitally to the online application system.

- Photo(s) of the potential mural location
- Copy of contract or agreement that will be signed by the organization and hiring artist(s)
- If the wall/building the mural will be painted on is not owned by the applying organization, upload a copy of the lease agreement or letter from the property owner giving permission for the creation of the mural.
- Optional: Upload a sketch or rendering for the proposed mural, if available.
AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection

Mural Assistance grants are reviewed by a jury of local community members, GCAC board members and national mural experts. Projects submitted by artists from historically marginalized communities will be prioritized. The jury will evaluate applications based on the following:

- Organization’s investment and ability to execute plan
- Impact on the community based on mural allocation/size
- Strength of partnership with local artist(s)

Notification

Grant approvals are based on reviews and available funding. Following a vote from the jury, applicants will be notified by email of the application award status.

AFTER YOU ARE AWARDED

Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. You will be required to provide proof of residency in order to receive funding. No significant changes to the approved mural proposal can occur without prior written approval from GCAC—send an email to grants@gcac.org if you need to request a change.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. GCAC will provide signage for the mural site. Refer to APPENDIX A for more details of the contractual publicity requirements.

Payments & Spending the Funds

Awarded applicants will receive 50% of their grant following the receipt of a digitally signed Grant Agreement. The remaining 50% will be paid upon the completion of the mural and the submission of a Final Report.
Final Report

To complete your Final Report, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab. You will be required to submit images of your completed mural as part of the Final Report, as well as enter the mural into the GCAC Public Art Database. Extensions may be requested in writing before the Final Report due date. Overdue reports may affect eligibility and impact grant awards for future applications.
2023 GRANTS & COMMUNITY ENGAGEMENT GUIDELINES

PURPOSE:
To ensure that sustainable arts & cultural organizations are able to construct & maintain capital assets vital to their mission.

THIS GRANT IS OPEN TO:
All Operating Support & General Support grantee organizations are eligible to apply in 2023.

AWARD AMOUNT:
Organizations with three-year adjusted revenue of under $1 million dollars:
$10,000-$75,000
Organizations with three-year adjusted revenue of over $1 million dollars:
$50,000 - $175,000

EVALUATION/NEXT STEPS:
Scored grant - rubric out of 100pts.
Top proposals will receive funding; not all invited applicants will be selected.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org
Capital Grant Program

To ensure that sustainable arts and cultural organizations are able to construct and maintain capital assets vital to their mission.

Description

Supported by the City of Columbus Facility Stabilization Fund, the Capital Grant program offers funding for renovation, expansion or equipping of arts & cultural venues.

Who is eligible to apply?

Applications will be accepted from current GCAC Operating Support or General Support grantees in ALL budget sizes in 2023, if the meet the eligibility criteria.

Starting in 2024 applications will be accepted in two budget groups in rotating years:

- 2024 Eligibility (and subsequent odd years): Organizations with a three-year adjusted revenue of under $1 million dollars.
- 2025 Eligibility (and subsequent even years): Organizations with a three-year adjusted revenue of over $1 million dollars.
  - Large professional sports venues will be eligible to request funds in 2024, per City of Columbus legislation. Sports venues may only request funds for Public Art; more details will be released in 2024.

In addition, organizations must demonstrate the following building/property responsibilities:

- Ownership of the building/property; OR
- A long-term lease (extending at least five years from the time of the application) stating your organization is responsible and liable for the capital upgrades and/or leaseholder improvements.

What is Capital?

Applicants must propose projects that represent eligible capital improvements, in advanced stages of development. To qualify as a “Capital Improvement,” a project must be a permanent alteration or installation that increases the value and extends the useful life of a piece of real property. This can include the construction of new facilities (must be 90% complete at time of application), the renovation or restoration of existing buildings, as well as the purchase of equipment systems.

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
What types of capital expenses are eligible?
In general, all requests must further a public purpose and be consistent with the mission of the applying organization for the durable life of the improvement or equipment.

- Improvements, repairs, expansions, or renovations for existing buildings.
- Equipment and technology for usage in an owned or long-term leased facility.
- New construction may be considered once 90% completed (i.e. the final stages of the construction or equipment for a new facility).

What types of capital expenses are NOT eligible?

- Maintenance or ongoing facility expenses
- New land/building purchases
- Feasibility studies, environmental assessments, or architect drawings
- New building construction in the beginning stages
- Operational expenses, fundraising costs, or legal fees
- Expenses occurring before December 1, 2023 (i.e. no reimbursements)

NOTE: If you are unsure if your organization or request meets the eligibility requirements, please email McKenzi Swinehart (mswinehart@gcac.org) before starting the application.

How much can we request?
The award range for applicants with an average three-year adjusted revenue of under $1 million is $10,000-75,000; the award range for applicants with an average three-year adjusted revenue of over $1 million is $50,000-175,000. Award amount will depend on submitted project, budget, review committee recommendations and available grant dollars.

Are matching funds required?
Yes, all applicants will be required to demonstrate a match, which may include organization funds. Applicants with an average three-year adjusted revenue of under $1 million must demonstrate a 25% match; applicants with an average three-year adjusted revenue of over $1 million must demonstrate a 1:1 match. Funds received from GCAC, City of Columbus or Franklin County cannot be used as matching funds.
When are applications due?

There is a two-step application process. The Letter of Intent (LOI) is a short initial application; the strongest LOI applicants will be invited to submit a full application.

<table>
<thead>
<tr>
<th>Application Opens</th>
<th>August 1, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1: Letter of Intent (LOI) Due</td>
<td>September 1 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Invited to Submit Full Application</td>
<td>September 15</td>
</tr>
<tr>
<td>STEP 2: Full Application Due</td>
<td>October 10, 2023 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of November</td>
</tr>
<tr>
<td>Progress Report Due</td>
<td>December 31, 2024</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>December 31, 2025</td>
</tr>
</tbody>
</table>

STEP 1: What are the Letter of Intent (LOI) questions and required uploads?

Below you will find the current narrative and short-answer questions to assist you in your preparation.

- Amount requested.
- Total project cost.
- Briefly describe your capital expense request. What will GCAC funds be used for?
- What is the compelling need for the capital expense? How will this project benefit your organization and the community?
- Upload: Provide a one-page project overview budget.

STEP 2: Invitation only - what are the Full Application questions?

After the LOIs are reviewed by the committee, selected organizations will be invited to submit a full application. Below you will find the current narrative and short-answer questions to assist you in your preparation.

- How does this capital project align with your strategic/artistic plan or program priorities?
- How will this capital project improve your ability to serve your audience and hired artists?
- Breakdown the timeline for the project. Who is responsible for each stage of the process?
• How will the organization raise the funds needed to complete the project? Provide a list of pending and committed funding sources, including sources and dollar amounts.

What are the required uploads for the Full Application?
All support materials must be uploaded digitally to the online application system.

Mandatory Supplemental Materials:
• Detailed and itemized project budget – be as thorough as possible.
• Deed to prove ownership of the facility OR a long-term lease agreement demonstrating a remaining term that is equal to or greater than five years.
• Renewal options contained in the current lease will be considered, provided such renewal does not require landlord approval or documentation is provided showing proof of approved extension.

Optional Supplemental Materials (include if available and relevant):
• Feasibility studies, architectural drawings, engineering reports, etc.
• Vendor quotes or estimates.
• Current strategic and/or artistic plan

AFTER SUBMITTING – NEXT STEPS

LOI Review
Following the deadline, LOIs will be evaluated by the Capital Expense grant review committee to select applicants invited to submit a full application. The strongest applicants will be notified by email and given instruction for completing Step 2 of the process.

Evaluation, scoring and voting
Full applications are reviewed and scored by the Capital Expense grant review committee and later presented to the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 100 points:
• Demonstration of need & how project addresses the need – up to 20 points
• Community & organizational impact – up to 40 points
• Project planning & fiscal management – up to 40 points
Notification
Grant approvals are based on evaluations and available funding. Following a vote from the Board of Trustees, applicants will be notified by email of the application award status. Emails are sent to the primary grant contact and the organization’s leader. You will receive reviewer/committee notes (if applicable) and a score in the notification email.

AFTER YOU ARE AWARDED

Grant Agreement
Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in the online application system under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No major changes in the project can then occur, either in activities, key leadership, or finances, without prior written approval from GCAC. Failure to properly notify and/or obtain approval could result in the cancellation of the remaining grant.

Publicity/Donor Acknowledgement
Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

Capital Expense grantees should credit GCAC on signage in a visible location related to the capital project. Refer to APPENDIX A for details of the contractual publicity requirements.

Payments & Spending the funds.
Grantees will receive 75% of their grant award following the receipt of a digitally signed Grant Agreement. The remaining 25% will be paid following receipt and approval of the final report. Grantees have up to two years to complete the project; final reports may be submitted early.

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

NOTE: Payments may take up to three weeks to be processed.

Progress & Final Reports
Progress & Final Reports are due as indicated in the timeline above and in the Grant Agreement. To complete your Progress or Final Report, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab. Extensions may be requested in writing before the report due date. Failure to submit a Progress or Final Report within 60 days of the due date may result in the cancellation of the remaining grant disbursement. Overdue or failure to submit final complete reports may affect eligibility and impact grant awards in future applications.

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
FELLOWSHIPS FOR ARTISTS

VISUAL ARTS FELLOWSHIP

DEADLINE
April 14, 2023
5:00 p.m.

PURPOSE:
The Visual Arts Fellowship is a partnership between GCAC and the Columbus Museum of Art to recognize outstanding visual artists within the community.

THIS FELLOWSHIP IS OPEN TO:
Individual 2-D and 3-D artists.

AWARD AMOUNT:
$10,000

EVALUATION/NEXT STEPS:
- Competitive.
- Jury reviewed.
- Notifications 45 days after deadline.

STAFF CONTACT:
grants@gcac.org
VISUAL ARTS FELLOWSHIP

GCAC and Columbus Museum of Art

Purpose
The Visual Arts Fellowship is a partnership between GCAC and the Columbus Museum of Art to recognize outstanding visual artists within the community.

Description
Four visual artists are selected based on the quality of work submitted, as determined by a blind competitive jury process. Fellowship recipients receive a cash award and an invitation to participate in the Greater Columbus exhibition at the Columbus Museum of Art. In addition, fellowship recipients will be eligible to apply for the invitation-only Artist Exchange program to Dresden, Germany in the year following their fellowship.

Who is eligible to apply?
This fellowship program is for visual artists who meeting the following criteria:

- Are working visual artists (age 18 and older);
  - Description:
    - The artist is likely paid for performances, sells their artwork, and/or shares their body of work with the general public.
    - The artist is focused on expressing their own creative or aesthetic ideas, rather than on documentation or journalism.
  - Live in Franklin County OR live in a county bordering Franklin County AND primarily exhibit, perform, produce or present artistic work in the city of Columbus;
  - Have had residency in Franklin County or a county bordering Franklin County for at least one year prior to the date of application;
  - Are NOT enrolled as degree-seeking undergraduate students.
  - Applicant agrees to remain a resident of central Ohio for one year after the award date.

NOTE: Past fellows are ineligible to apply for a period of five years from the date of their award; for example, 2021 fellowships recipients may not reapply until 2026.

Which artistic disciplines are eligible?
- 2-D Visual Arts (painting, drawing, printmaking, mixed media, craft, photography, video, etc.)
- 3-D Visual Arts (sculpture in any media, craft, installations, etc.)
What is the fellowship award amount? How many fellows will be selected?

$10,000 per artist – four artists will be selected in 2023. Awards are unrestricted and are intended to assist fellowship recipients in any manner they deem fit to support the creation of new works and the advancement of their careers.

May I submit a joint application with another artist?

Yes, collaborative works may be submitted as one application (there is a section to add a collaborator’s name in the application). Only one award is given for collaborative works, to be shared equally with each collaborating artist.

When are applications due?

<table>
<thead>
<tr>
<th>Application Opens</th>
<th>March 14, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>April 14, 2023</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>May 30, 2023</td>
</tr>
<tr>
<td>Fellowship Dates</td>
<td>January 1 – December 31, 2024</td>
</tr>
<tr>
<td>Exhibition Dates</td>
<td>TBD – Spring/Summer/Fall 2024</td>
</tr>
</tbody>
</table>

What are the application questions/uploads?

- Six images or video files of at least four different works created in the past three years are required.
  - File formats accepted: jpeg, jpg, png, mp4, mov, avi.
  - Each image file uploaded must be 10MB or less.
  - Each video field uploaded must by 2GB or less.
  - You may submit a combination of video files and still images.
  - Work submitted must have been created within the last three years. Works dated prior to 2020 will not be accepted.
  - Please remove all identifying markers from your uploads (i.e. your name, website, etc) for the blind jury process.

- Description of Work
  - Provide an artist’s statement about your submitted images/videos. In your statement, detail your technique, purpose, motivation, subject matter, medium or any new directions you may be taking with your work. This statement may be read by the panelists to better understand the focus or direction of your work. The statement should not contain your name or any identifying statements.
How can I arrange my uploaded files in the system?

To order your images/videos, you will need to label your files before uploading. Title your file name with numbers 1-6, then the title of the image. For example, ‘1. Name of First Image’ then ‘2. Another Image Title.’ Panelists will view your images in the order you arrange them by number. If you choose to present a detail, or more than one view of the work, your images should be ordered so that images of the same piece are next to each other.

AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection

Fellowship recipients are recommended by a panel of jurors. The jurors are recognized visual arts professionals from outside of the region, with new jurors each year. Their decisions are based solely on the artistic merits of the work submitted. Your image files are the most important element of your application. You should submit a succinct body of work for the panel to consider, rather than a broad range of styles and media. Submitted materials will be reviewed with the following criteria:

- Overall artistic excellence and technical proficiency
- Innovative and creative use of medium
- Consistency in submitted body of work
- Uploaded image/video quality

The panel jury process is blind; each application is identified by randomly assigned number. Jurors have access to the images, file titles, and the description of work only. Personal and professional information about applicant, such as name, address, website or past grant/fellowship applications is NOT available to jurors and does not factor into decision-making.

Notification

Following a vote of the jury, applicants will be notified by email of the determination.
AFTER YOU ARE AWARDED

Grant Agreement
Following your selection as a Visual Arts Fellow, a grant agreement specifying the terms of the fellowship will be available in GoArts under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated.

Publicity/Donor Acknowledgement
Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. Funds for Artist grantees should use the channels available to them, such as social media, newsletters and press releases to recognize support from GCAC. Refer to APPENDIX A for more details of the contractual publicity requirements.

Payment
Awardees of the Visual Arts Fellowship will receive 100% of their award following the receipt of a digitally signed Grant Agreement.

All payments will be issued through ACH Direct Deposit unless otherwise requested. Banking information is collected (or updated with changes) as part of the grant agreement and is stored securely. You have up to a year to spend the funds.

NOTE: Payments may take up to three weeks to be processed.

THANKS TO OUR PARTNER
GCAC thanks the Columbus Museum of Art for being an exemplary partner in the Visual Arts Fellowship for many years. We look forward to celebrating the Visual Arts Fellows at the Greater Columbus: The 2024 Greater Columbus Arts Council Visual Arts Awards Exhibition, curated and presented by the Columbus Museum of Art.
FELLOWSHIPS FOR ARTISTS

NEIGHBORHOOD ARTS CONNECTION FELLOWSHIP

PURPOSE:
This fellowship celebrates Columbus neighborhoods by inviting resident artists to create participatory arts experiences for their neighborhood.

THIS GRANT IS OPEN TO:
Working individual artists.

AWARD AMOUNT:
$5,000 & $10,000 (multiple awards given)

EVALUATION/NEXT STEPS:
Reviewed & scored by committee jury

STAFF CONTACT:
grants@gcac.org

DEADLINES
April 3, 2023
5:00 p.m.

October 2, 2023
5:00 p.m.
Neighborhood Arts Connection Fellowship

The Neighborhood Arts Connection fellowship celebrates Columbus neighborhoods by inviting resident artists to create participatory arts experiences for their neighborhood.

Description

Artist residing in the City of Columbus are invited to propose an art project that actively engages the community in the neighborhood where they live. All artistic disciplines are encouraged to apply.

In 2023, applications will be accepted from ALL neighborhoods. Additionally, one neighborhood will be featured each round. In 2023, the two neighborhoods are Hilltop (Round 1) and Northland (Round 2).

Who is eligible to apply?

This fellowship is open to individual artists who work in the following disciplines: dance, fashion, film, literary, music, theatre, visual arts and multi-disciplinary who meet the following criteria:

• Are working artists (age 18 and older);
  ○ Description:
    ▪ The artist is likely paid for performances, sells their artwork and/or shares their body of work with the general public.
    ▪ The artist is focused on expressing their own creative or aesthetic ideas, rather than on documentation or journalism.
  • Live in the City of Columbus for at least one year prior to application;
  • Are NOT enrolled as degree-seeking undergraduate students.

What is the fellowship award amount?

Larger projects (based on budget and impact) are eligible for $10,000. Smaller projects (based on budget and impact) are eligible for $5,000. These funds are intended to cover the costs of the project and payment to all artists involved. Applicants selected will receive a 1099.

How many fellows will be selected?

For each application round, three large projects ($10,000 award) and three small projects ($5,000 award) will be selected. Out of these awards, two large and one small project will be awarded to applicants in the featured neighborhood; remaining awards are open to all neighborhoods.
2023 GRANTS & COMMUNITY ENGAGEMENT GUIDELINES

How often can I apply?
An artist may be selected for the fellowship only once. If an artist applies and is not selected, they may apply again the following round.

When are applications due?
Neighborhood Arts Connection applications will be accepted twice per year.

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Featured Neighborhoods</strong></td>
<td>Hilltop</td>
<td>Northland</td>
</tr>
<tr>
<td><strong>Application Opens</strong></td>
<td>March 1, 2023</td>
<td>September 1, 2023</td>
</tr>
<tr>
<td><strong>Application Due</strong></td>
<td>April 3 at 5:00 p.m.</td>
<td>October 2 at 5:00 p.m.</td>
</tr>
<tr>
<td><strong>Applicants Notified</strong></td>
<td>May 1, 2023</td>
<td>November 1, 2023</td>
</tr>
<tr>
<td><strong>Projects Completed</strong></td>
<td>May 2023 – April 2024</td>
<td>Nov 2023 - Oct 2024</td>
</tr>
<tr>
<td><strong>Final Report Due</strong></td>
<td>May 1, 2024</td>
<td>November 1, 2024</td>
</tr>
</tbody>
</table>

What are the application questions?
Below you will find the current narrative and short-answer questions to assist you in your preparation.

- List your Columbus neighborhood (you must be a resident of the neighborhood where your project will take place).
- Tell us about the arts project/event that you’d like to bring to your neighborhood. Provide a rough timeline from planning to execution.
- How will community members actively participate in your project/event?
- How are you engaging with local artists as part of the project/event? How many artists will be paid?
- How will you measure success of the project/event? What is the desired impact on the neighborhood?
- What does your neighborhood mean to you? Talk about your history with and connection to the neighborhood.
- Upload your artistic resume or bio (PDF or Word only).

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
How do I complete the budget section of the application?

Under the Budget tab, first let us know if you are applying for the $5,000 award, $10,000 award or if you’d like to be considered for both the smaller and larger award for the same project (only one award will be given per applicant). If you select “both,” you will need to present a project/event budget for each award level – the $10,000 budget should be more extensive and demonstrate how you will use the extra dollars.

- List the project expenses. Tell us how you would use either the $5,000 award (for smaller projects) or the $10,000 award (for large projects).

Think about all of the costs related to your project from start to finish (venue, marketing, print materials, contractors, insurance, supplies, artist fees). Estimate the costs based on your research and give as much detail as you have at the time. If your project will generate income (ticket or merchandise sales, sponsorships, donations, etc.), give the basic details of any anticipated income and the sources (if applicable; outside income not required)

AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection

Neighborhood Arts Connection Fellowship applications are reviewed by a selection committee consisting of neighborhood activists, community leaders and a GCAC representative.

Selection criteria will include community engagement, neighborhood impact, creativity and innovation, and ability to execute project successfully within the timeframe and budget.

Notification

Following a vote of the selection committee, applicants will be notified by email of the determination.

AFTER YOU ARE AWARDED

Grant Agreement

Following the selection as the recipient of the Neighborhood Arts Fellowship, a grant agreement specifying the terms of the fellowship will be available in GoArts under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No changes in the fellowship project can be made without prior written approval from GCAC. You will be required to provide proof of residency in order to receive funding. No changes in the proposed project can occur without prior written approval from GCAC – send an email to grants@gcac.org if you need to request a change in spending or activities.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. Fellowship awardees should use the channels available to them, such as social media, newsletters and press releases to recognize support from GCAC. Refer to APPENDIX A for more details of the contractual publicity requirements.
Payment

Recipient of the Neighborhood Arts Connection Fellowship will receive 100% of their grant following the receipt of a digitally signed grant agreement.

All payments will be issued through ACH Direct Deposit unless otherwise requested. Banking information is collected (or updated with changes) as part of the grant agreement and is stored securely. You have up to a year to spend the funds.

NOTE: Payments may take up to three weeks to be processed.

Final Report

When completing your Final Report, you will submit your receipts. Final Reports, including receipts for all funds spent, are due no later than seven months following your grant approval date. To complete your Final Report, login to the online application system, scroll down to “Requires Attention” and click on the “Reports” tab.
FELLOWSHIPS ARTISTS

AMINAH BRENSDA LYNN ROBINSON

ARTIST FELLOWSHIP

DEADLINE
October 2, 2023
5:00 p.m.

PURPOSE:
The Aminah Robinson Fellowship (Aminah Fellowship) celebrates the legacy of the late Columbus artist by recognizing the exemplary work of a local African American visual artist.

AWARD AMOUNT:
$15,000

EVALUATION/NEXT STEPS:
• Competitive
• Jury reviewed.
• Notifications 30 days after deadline.

STAFF CONTACT:
Alison Barret | 614-221-8406
abarret@gcac.org
2024 AMINAH ROBINSON FELLOWSHIP

Purpose

The Aminah Robinson Fellowship (Aminah Fellowship) celebrates the legacy of the late Columbus artist by recognizing the exemplary work of a local African American visual artist.

Description

The Greater Columbus Arts Council (GCAC) in partnership with the Columbus Museum of Art (CMA), offers a 90-day artist fellowship and unrestricted $15,000 award for a professional African American visual artist residing in Franklin County. The fellowship is intended to give the gift of time and monetary support to allow an artist to focus on art making.

The artist will be permitted to use Aminah Robinson’s home studio daily. The artist will be expected to participate in community outreach opportunities (workshops, demonstrations, lectures, etc.) as directed by the Columbus Museum of Art.

Who is eligible to apply?

Applicants to the Aminah Fellowship must:

- Identify as African American
- Be a resident of Franklin County
- Be a working visual artist (age 18 and older)
  - Description:
    - The artist sells their artwork, or shares their body of work with the general public.
    - The artist is focused on expressing their own creative or aesthetic ideas, rather than on documentation or journalism.
  - Collaborative applications are NOT accepted. Each artist must apply individually.
- Produce work in any of the following media:
  - Visual arts (painting, 3D and 2D, wood carving, sculpture and fiber – with a focus on found objects, natural and synthetic materials). Video, Film and Digital Installations are not eligible.
- Produce works deeply rooted in storytelling; cultural traditions and heritage; and the centrality of African American women
- Are NOT enrolled as degree-seeking undergraduate students

NOTE: Awardees must remain residents of Franklin County for the entire fellowship period.
What is the application fee?
There is no application fee for the Aminah Fellowship.

How often can I apply?
An artist may be selected for the fellowship only once. If an artist applies and is not selected, they may apply again in the following year.

Timeline – subject to change

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>September 1, 2023</td>
</tr>
<tr>
<td>Application Due</td>
<td>October 2, 2023 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>November 1, 2023</td>
</tr>
<tr>
<td>Fellowship Begins</td>
<td>January 3, 2024</td>
</tr>
<tr>
<td>Fellowship Ends</td>
<td>April 2, 2024</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>May 1, 2024</td>
</tr>
</tbody>
</table>

What are the application questions?
- Why are you interested in the Aminah Robinson Fellowship?
- Why should you be selected for this fellowship? How does your work, philosophy or technique align with Aminah Brenda Lynn Robinson’s principles or style?
- What would you hope to discover, share or produce during the fellowship?

What are the required Supplemental Materials (uploads)?
All support materials must be uploaded digitally to the GoArts system.
- Artistic bio or resume (PDF only)
- 3-5 work samples
- Link to website, if available
AFTER SUBMITTING – NEXT STEPS

Review, evaluation and selection

Aminah Fellowship applications are reviewed by a selection jury that will include representatives from the Shepard or Poindexter neighborhoods where Aminah lived, the Columbus Museum of Art, GCAC, and renowned Ohio artists, curators, and/or arts educators familiar with Aminah’s work and history.

The selection jury will review the applicants’ artistic excellence and technical proficiency, innovative use of media, and use of storytelling and connection to cultural traditions and heritage.

Notification

Following a consensus selection from the fellowship selection jury, applicants will be notified by email of the determination.

AFTER YOU ARE AWARDED

Grant Agreement

Following the selection and notification as the recipient of the Aminah Fellowship, a grant agreement specifying the terms of the fellowship will be available in GoArts under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No changes in the terms or fellowship timeline will be granted without prior written approval from GCAC.

Fellowship Expectations

The Aminah Robinson Fellowship awardee should be actively creating artwork during their 90 days and is required to participate in a community outreach activity coordinated with the Columbus Museum of Art. The fellowship participant will have daily access to Aminah’s home studio and will agree to terms, assuring the respectful use of the space. The artist is permitted to use the space for personal art making only.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC and CMA require that all artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. Refer to the Publicity/Donor Acknowledgement pages at the end of this document for details of the contractual publicity requirements.
Payment

The Aminah Robinson Fellowship awardee will receive 100% of their grant following the receipt of a digitally signed grant agreement.

Final Report

Final Reports are used to collect feedback on your experience and are due 30 days after the completion of the fellowship term. To complete this Final Report, login to your GoArts account, scroll down to “Requires Attention” and click on the “Reports” tab.

AMINAH ROBINSON: PUBLICITY/DONOR ACKNOWLEDGEMENT

GCAC and CMA request that all artists receiving funding demonstrate the public value of the arts by acknowledging support from the Greater Columbus GCAC and the Columbus Museum of Art. Failure to credit GCAC for awards may jeopardize future partnerships.

General Guidelines

Fellowship Awardees should use the public channels available to them, such as social media, newsletters and press releases to recognize support from GCAC and CMA. Additionally, fellowship awardees should credit GCAC and CMA for all events associated with the fellowship activities utilizing website pages, social media posts and events, print materials, artist talks, e-newsletters and on-site signage.

Social Media

All awardees should acknowledge their award via social media channels at the time of award notification. Like and tag the Greater Columbus Arts Council and Columbus Makes Art pages on Facebook, use @GCAC_Cbus on Twitter and/or include hashtags #gcacgrants and #artmakescbus on Instagram. Like and tag Columbus Museum of Art on Instagram, Facebook and Twitter using @columbusmuseum and hashtag #mycma. Facebook events should also contain recognition.

Visual Acknowledgement

When appropriate, please use GCAC and CMA complete logos on signage wherever possible. GCAC logo includes the graphic representation of GCAC AND the words “Greater Columbus GCAC.” Both elements are required anywhere the logo is included. At minimum, include a text reference to “Greater Columbus GCAC” and “Columbus Museum of Art” on signage.

Download logos online at https://www.gcac.org/about/gcac-logos/. To request a copy of the Columbus Museum of Art logo, please email amber.wacker@cmohio.org.

- Include GCAC and CMA website links: www.gcac.org and www.columbusmuseum.org on your website or event page.
Thank Public Officials

Thanking public officials for their support is important for the future vitality of arts and culture in Columbus. Send letters/emails to city of Columbus officials and Franklin County Commissioners thanking them for their support of the arts in Columbus, the Greater Columbus Arts Council and for the award you received. Consider including a story about the impact of this support on you and/or the community. Include copies of these letters/emails with your final report.

Mail for the Mayor and Columbus City Council members can be sent to: City Hall, 90 W. Broad St, Columbus OH 43215.

- Mayor Andrew J. Ginther
- Councilmember Shannon G. Hardin, president
- Councilmember Rob Dorans
- Councilmember Shayla Favor
- Councilmember Emmanuel V. Remy

Mail for the Franklin County Commissioners can be sent to: 373 S. High St., 26th Floor, Columbus OH 43215.

- Commissioner Erica C. Crawley, president
- Commissioner Kevin Boyce
- Commissioner John O'Grady

Questions?

Contacts for publicity items, Jami Goldstein jgoldstein@gcac.org or Lydia Simon Lydia.Simon@cmaohio.org
RESIDENCIES FOR ARTISTS

AMINAH BRENDA LYNN ROBINSON
ARTIST RESIDENCY

PURPOSE:
The Aminah Robinson Artist Residency (Aminah Artist Residency) celebrates the legacy of the late Columbus artist and provides a U.S. based African American visual artist a 90-day residency in the Columbus, Ohio home of the late Aminah Robinson.

THIS FELLOWSHIP IS OPEN TO:
African American Visual artists

AWARD AMOUNT:
$15,000

EVALUATION/NEXT STEPS:
• Competitive.
• Jury reviewed.
• Notifications 30 days after deadline.

STAFF CONTACT:
Alison Barret | 614-221-8406
abarret@gcac.org

DEADLINE
March 31, 2023
5:00 p.m.
AMINAH ROBINSON ARTIST RESIDENCY

Purpose

The Aminah Robinson Artist Residency (Aminah Artist Residency) celebrates the legacy of the late Columbus artist and provides a U.S. based African American visual artist a 90-day residency in the Columbus, Ohio home of the late Aminah Robinson.

Description

The Greater Columbus Arts Council (GCAC), in partnership with the Columbus Museum of Art, offers a 90-day artist residency for a U.S.-based professional African American visual artist. The residency is intended to provide an artist with the gift of time to develop a work in progress and connect to resources related to the work of MacArthur Fellow Aminah Robinson.

Award Details

In 2023, the residency will include a $15,000 unrestricted award and the honor of staying and working in Aminah’s home. Lodging and studio access are provided as part of the residency. A community outreach activity (facilitated by Columbus Museum of Art staff) is required, and artists may have the opportunity for a public presentation and/or exhibition.

Who is eligible to apply?

Applicants to the Aminah Artist Residency must:

• Identify as African American;
• Be a permanent resident of the United States;
• Be a working visual artist (age 18 and older);
  o Description:
    ▪ The artist sells their artwork or shares their body of work with the general public.
    ▪ The artist is focused on expressing their own creative or aesthetic ideas, rather than on documentation or journalism.
  o Collaborative applications are NOT accepted. Each artist must apply individually.
• Produce work in any of the following media:
  o Visual arts (painting, 3D and 2D, wood carving, sculpture and fiber – with a focus on found objects, natural and synthetic materials). Video, Film and Digital Installations are not eligible.
• Produce works deeply rooted in storytelling, cultural traditions and heritage;
• Are NOT enrolled as degree-seeking undergraduate students.

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
NOTE: Residents of Franklin County are NOT eligible to apply, however they are eligible to apply for the Aminah Robinson Fellowship or the Aminah Robinson Writer, Scholar, Researcher Residency. If an artist is a recipient of any Aminah award, they are no longer eligible to apply through other Aminah programs.

What is the application fee?

What is the application fee? The application fee is $15 and payable via debit/credit card in the application, under the “Certification and Payment” tab. You will not be able to submit the application until you have completed the payment.

How often can I apply?

An artist may be selected for the Aminah Artist Residency only once. If an artist applies and is not selected, they may apply again the following year.

Timeline – subject to change

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>March 1, 2023</td>
</tr>
<tr>
<td>Application Due</td>
<td>March 31, 2023 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>May 1, 2023</td>
</tr>
<tr>
<td>Residency Begins</td>
<td>September 1, 2023</td>
</tr>
<tr>
<td>Residency Ends</td>
<td>November 30, 2023</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>December 30, 2023</td>
</tr>
</tbody>
</table>

What are the application questions?

- Why are you interested in the Aminah Robinson Artist Residency?
- Why should you be selected for this residency? How does your work or technique align with Aminah Robinson’s principles or style?
- What would you hope to discover, share or produce during the residency?

What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the GoArts system.

- Artistic bio or resume (PDF only)
- 3-5 work samples
- Link to website, if applicable
AFTER SUBMITTING – NEXT STEPS

Review and selection

Aminah Artist Residency applications are reviewed by a jury that will include representatives from the Shepard/or Poindexter neighborhoods where Aminah lived, the Columbus Museum of Art, GCAC, and esteemed artists or curators from across the country.

The selection jury will review the applicants’ artistic excellence and technical proficiency, innovative use of medium, and use of storytelling and connection to cultural traditions and heritage. The selection jury will also consider the applicants’ connection to the aesthetic and spirit of Aminah Robinson.

Notification

Following a consensus selection from the residency selection jury, applicants will be notified by email of the determination.

AFTER YOU ARE AWARDED

Grant Agreement

Following the selection of the Aminah Artist Residency awardee, a grant agreement specifying the terms of the residency will be available in GoArts under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. There will be no changes in the terms or residency timeline without prior written approval from GCAC and Columbus Museum of Art, jointly.

Residency Expectations

The Aminah Robinson Artist Residency awardee should be actively creating artwork during their 90 days and is required to participate in a community outreach activity coordinated with the Columbus Museum of Art. There is also an option for an exhibit or public presentation, if desired and possible. It is preferred that the artist brings their own car to Columbus, if possible.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. GCAC and CMA require that all artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. Refer to the Publicity/Donor Acknowledgement pages at the end of this document for details of the contractual publicity requirements.

Payment

The Aminah Robinson Artist Residency awardee will receive 50% of their award upon receipt of the digitally signed grant agreement and balance of the award following the artist’s arrival in Columbus.

Final Report

A Final Report is due 30 days after the end of the residency. To complete your Final Report, login to GoArts, scroll down to “Requires Attention” and click on the “Reports” tab.
AMINAH ROBINSON: PUBLICITY/DONOR ACKNOWLEDGEMENT

GCAC and CMA request that all artists receiving funding demonstrate the public value of the arts by acknowledging support from the Greater Columbus GCAC and the Columbus Museum of Art.

General Guidelines

This residency is offered in partnership with the Columbus Museum of Art (CMA). Please recognize both Greater Columbus Arts Council (GCAC) and Columbus Museum of Art on all related materials. On first reference in text, please refer as the “Greater Columbus GCAC” and “Columbus Museum of Art”. On second reference, use of GCAC and CMA is acceptable.

Residency Awardees should use the public channels available to them, such as social media and press releases to recognize support from GCAC and CMA. Additionally, residency awardees should credit GCAC and CMA for all events associated with the residency activities utilizing website pages, social media posts and events, print materials, artist talks and on-site signage.

Social Media

Awardees should acknowledge their award via social media channels at the time of award notification. Like and tag the Greater Columbus GCAC and Columbus Makes Art pages on Facebook, use @GCAC_Cbus on Twitter and/or include hashtags #gcacgrants and #artmakescbus on Instagram. Like and tag @columbusmuseum on Instagram, Facebook and Twitter. Facebook events should also contain recognition.

Visual Acknowledgement

When appropriate, please use GCAC and CMA complete logos on signage wherever possible. GCAC logo includes the graphic representation of GCAC AND the words “Greater Columbus GCAC.” Both elements are required anywhere the logo is included. At minimum, include a text reference to “Greater Columbus GCAC” and “Columbus Museum of Art” on signage.

- Download logos online at https://www.gcac.org/about/gcac-logos/. To request a copy of the Columbus Museum of Art logo, please email amber.wacker@cmaohio.org.
- Include GCAC and CMA website links: www.gcac.org and www.columbusmuseum.org on your website or event page.

Questions?

Contacts for publicity items, Jami Goldstein jgoldstein@gcac.org or Lydia Simon Lydia.Simon@cmaohio.org

To access the online application system, visit gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
AMINAH ROBINSON RESIDENCIES

Frequently Asked Questions (FAQs)

Where is Aminah’s home located?

The Aminah Robinson home is located in the Shepherd neighborhood on the Near Eastside of Columbus, Ohio, a short ten-minute drive from downtown Columbus.

Will I need a car while in residence?

It is preferred that the awardee brings a car to Columbus, if possible. Columbus does not have a robust public transportation system and Aminah’s neighborhood home is a distance from bus transportation. However, we know this can be an issue for families or those without a vehicle. If this is the case, we will discuss options and might also recommend awardees plan for extra expenditures related to car share fees, bus passes, etc.

May I bring my bicycle?

Columbus is a burgeoning cycling community, but it is still reliant on automobiles. There are many bike trails and a few dedicated bike lanes (mostly downtown and campus areas) but riders should take extreme caution on roadways. We would only recommend a bicycle as a primary mode of transportation for experienced daily bike commuters.

May I bring my family/friend to stay with me in the house during my residency?

No. Though we know that it may be difficult to be away from home and family, this residency is intended for you to engage in creative practices without the usual daily distractions or responsibilities. You are welcome to have visitors, but we ask that no guests stay more than five days.

May I bring my pet to stay with me in the house during my residency?

No. Because we consider Aminah’s house to be a sacred space, we do not allow any pets inside the home or studio. This helps to sustain the integrity of these historical spaces.

What is the house policy on smoking?

Because we consider Aminah’s house to be a sacred space, we do not permit smoking inside the home or studio. However, we do allow smoking outside on the porches, lawn, or driveway if proper disposal practices are followed.
APPENDIX A: PUBLICITY/DONOR ACKNOWLEDGEMENT

GCAC requires that all arts and cultural organizations and individual artists receiving funding demonstrate the public value of the arts by acknowledging support from GCAC. Failure to credit GCAC for grant awards may jeopardize future funding.

SAY THANK YOU

Social Media

When your grant is approved, say “thanks” on social media! Like and tag the Greater Columbus Arts Council and Columbus Makes Art pages on Facebook, use @GCAC_Cbus on Twitter and/or include hashtags #gcacgrants and #artmakescbus on Instagram.

Thank Public Funders

Thanking public officials for their support is important for the future vitality of arts and culture in Columbus. Send letters/emails to Columbus Mayor, Columbus City Council Members and Franklin County Commissioners thanking them for their support of the arts in Columbus, GCAC and for the grant you received. Consider including a story about the impact of this support on you, the organization and/or the community. Save copies of these letters/emails to include with your final report.

Mailing Addresses:

Mayor and Columbus City Council: City Hall, 90 W. Broad St, Columbus OH 43215
Franklin County Commissioners: 373 S. High St., 26th Floor, Columbus OH 43215

SHARE THE NEWS

Event Calendar

Listing your event via the Ohio Event Finder is a grant requirement for organizations and optional for individual artists. Register your organization at Ohio Event Finder (https://ohioeventfinder.com/) and list your events so they are posted on both ColumbusMakesArt.com and ArtsinOhio.com. Make sure to select the event attribute: “Funded by GCAC.” If you are an individual presenting an event, contact your venue to list the event through Ohio Event Finder. If your venue is not registered or you have any other questions please contact Nick Dekker at ndekker@gcac.org. Facebook events posted by organizations and individuals should also contain recognition of the GCAC award.

Public Relations

When publicizing your grant please thank GCAC, the city of Columbus and Franklin County. Acknowledge grant support in press releases and mention GCAC in newspaper interviews, media/promotional appearances and event/performance announcements and curtain speeches.
SHOW US THE LOVE

Donor Acknowledgement
On signage, please use our complete logo wherever possible. At minimum, include a text reference to “GCAC” on signage.

- Download logos online at https://www.gcac.org/about/gcac-logos/.
- Include the GCAC logo and link to the GCAC website (https://www.gcac.org) on your website or event page.
- Include the GCAC logo in all print and digital media that you produce for internal and external audiences. Examples of promotional materials include but are not limited to, newsletters, eblasts, brochures, playbills, postcards, advertisements, educational materials and exhibit signage.
- List GCAC as a supporter of your organization or project in donor lists at the donor recognition level most appropriate to the grant size.

Program Ads – Operating Support, General Support, Project Support & Thrive Grantees
Operating Support, General Support and Project Support grantees must provide GCAC with a complimentary ad in playbills, programs or other publications where other donors are formally recognized. When you receive notification of your grant, please contact ads@gcac.org with contact information, specs and deadlines for publication. Operating Support and General Support are required to provide a full-page ad; Project Support grantees are required to provide a half-page ad.

Permanent Signage - Mural Assistance Grantees
Mural Assistance grantees will be provided signage that will be installed at the mural site. Details will be provided to grantees in April/May 2023.

Art Makes Columbus/Columbus Makes Art
Art Makes Columbus is GCAC’s marketing effort to elevate arts participation in Columbus. By helping promote these channels, you increase visibility for these important marketing efforts.

- Use #artmakescbus when promoting events on social channels and in print where possible.
- Follow @artmakescbus on Twitter/Instagram and “like” Art Makes Columbus on Facebook.

QUESTIONS?
If you have questions about any of these requirements, logo usage or have trouble downloading our logo, contact Jami Goldstein (614-221-8492, jgoldstein@gcac.org).

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
APPENDIX B: PARTNERING WITH A FISCAL SPONSOR

Project Support grants are awarded only to 501(c)(3) organizations. GCAC allows groups and individual artists to engage a locally based Fiscal Sponsor to submit for Project Support: Events, Festivals, Series grants.

Requirements

- Fiscal Sponsor organizations must have a budget of over $50,000, as demonstrated by a recent 990 (within three years).
- Fiscal Sponsor organizations must have been established at least one year prior to the application and have completed at least one 990 to the IRS.
- The Fiscal Sponsor may not employ any of the applicant’s employees or Board members or any other related party.
- Fiscal Sponsors are required to be involved as a collaborator as opposed to merely a transactional relationship.
- The Fiscal Sponsor does not have to be an arts organization as long as the partnerships is authentic and the sponsor can demonstrate financial stability and strong governance.

The requirements aim to minimize risk of GCAC’s investment and to improve project outcomes by setting standards for the types of organizations that can become Fiscal Sponsors, as well as asking that the sponsor be engaged and lend its organizational experience to the project.

Important considerations

- If the fiscally sponsored event, series, festival, program or season is on-going or annually produced, the group or individual applying must provide full bookkeeping records and bank statements for the project. Depending on the size of the project budget, tax records may also be requested.
- Both parties should agree to and confirm in writing the details of responsibilities.
- The Fiscal Sponsor may require a service fee to cover administrative costs. The applicant should include the expense within the project budget of the application. This is a qualified expense that may be covered by the award.
- The application and final report should be completed jointly.
- If the applicant is awarded a grant, the grant agreement is made between GCAC and the Fiscal Sponsor, NOT the applicant. Both parties should review the contract.
- GCAC is not responsible for disputes between the applicant and Fiscal Sponsor.

Registering and applying through online application system

The lead applicant will register as an individual in the online application system. After beginning an application, click on the “Invite Grant Writer or Fiscal Sponsor” button at the bottom of the application. Add the Fiscal Sponsor’s employee contact information. The Fiscal Sponsor will receive an email inviting them to the application – they must click on the link and press the “accept” button. If the Fiscal Sponsor currently has an account in online application system, they then will be able to see the draft application on their dashboard. If they do not have an account in online application system, they will be invited to register.

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
APPENDIX C: APPLICANT ACCESSIBILITY AT GCAC

Accessibility is of great importance to GCAC. We recognize that each person is an individual and that each individual benefits from accommodation uniquely suited to their needs. We welcome you to contact us so that we can provide the best access possible to our facility and programs - please describe any accommodation that helps your application process.

To request an accessibility accommodation or if you have any questions, please refer to the guidance below or email grants@gcac.org with your request at least two weeks in advance.

Services for Language Transparency

Located in the upper right corner of our homepage, you can select from ten languages (English, Arabic, Amharic, Chinese, French, Hindi, Japanese, Portuguese, Russian, Somali and Spanish) prevalent in Columbus to translate our site. The translator does not translate graphics or PDFs, only text in HTML.

Translation and interpretation services are available.

- Please send requests to grants@gcac.org.
- Adeeg turjumaanimo baa kuu diyaar ah. Fadlan soo dir codsigaaga grants@gcac.org.
- Servicios de traductores están disponibles. Por favor solicítelo en grants@gcac.org.
- अनोवाद सौंवाह में पता लगाएं। कृपया grants@gcac.org में अनोच्चराउ जांच करें।
- Des Services de traduction sont disponibles. S’il vous plaît envoyer des demandes à grants@gcac.org.
- 如若你可提供翻译服务。请将请求发送至 grants@gcac.org。
- 翻訳サービスは利用できます。要請を grants@gcac.org に送信してください。

Computer Lab & Application Assistance

We have computers open to the public for applications if needed. Please email grants@gcac.org in order to reserve time for use at least 48 hours in advance.

Applicants with visual impairment

- Materials for all GCAC programs are available upon request in large print or digital formats.
- GCAC is pleased to provide Audio Description services for select programming.

Applicants who are deaf or hard of hearing

- American Sign Language Interpreters can be made available, upon request.
Applicants with mobility disabilities

• The entrance to the GCAC office located at 182 East Long Street is wheelchair accessible. Please come to the front door and ring the buzzer to gain entrance.

• GCAC staff are happy to provide curbside assistance navigating the front door for anyone who would like some support. We ask that you let us know the day before you are visiting if you would like assistance entering our building.

To view our complete list of accessibility accommodations please visit: https://www.gcac.org/about/in-the-community/
APPENDIX D: GRANT APPLICATION HELP & DEFINITIONS

Returning Artist Fast Pass

Returning applicants with approved final reports are eligible for the Fast Pass application. Fast Pass eliminates the need for returning applicants to prove they are a working artist by uploading a resume and examples of their work. This small step will reduce the application process by over 50%. The Fast Pass will only require your expense budget (including proof of confirmation for travel opportunities), requested award amount and the certification of eligibility requirements.

Online Application System

All applications are processed through online application system: https://gcac.smartsimple.com.

Grant Workshops

Free grant workshops are available throughout the year to assist applicants with determining eligibility, creating strong applications and navigating the online application system online portal. To view current grant workshop dates and sign-up to attend, visit: https://www.gcac.org/workshops-and-resources/workshops/

- To view past GCAC workshops, you can access our YouTube playlist by clicking: https://www.youtube.com/c/Columbusarts/playlists.

Drop-in Hours

Drop-in hours have been discontinued for the remainder of 2023.

DEFINITIONS

501(c)(3) Status

A non-profit organization that has been approved by the Internal Revenue Service as a tax-exempt, charitable organization.
Adjusted Audited Revenue

For Operating Support and General Support applications, GCAC reduces Audited Annual Revenue by excluding in-kind or donated services/items, capital campaign contributions, GCAC grants, related party funds and funding received from Shuttered Venue Operators Grant, the city of Columbus and Franklin County. This figure is used to place organizations in budget peer groups for the purpose of determining preliminary funding allocations.

Arts and Culture

The "arts" is a broad subdivision of culture, composed of many creative endeavors and disciplines. Culture is a broader term than "art," which as a description of a field usually meaning only the arts. The "arts" encompasses many disciplines such as visual arts, literature, music, dance, theatre, film, fashion and others.

Audited Financial Statements

Generally known as “the audit,” this document contains an organization’s fiscal-year financial information. An independent certified public accountant should be hired by the organization’s Board to perform an annual audit in accordance with Generally Accepted Accounting Principles (GAAP) or Governmental Accounting Standards Board (GASB). Audited financial statements ensure credibility of the financial records and are tools for making sound financial decisions.

Commercial Work

We recognize that many people contribute to the creative economy of central Ohio. We appreciate the talents of all creatives working in our region. However, due to limited funding, we are not able to accept applications from creatives/artists that primarily work in commercial industries, including (but not limited to):

- Influencers
- Stylists
- Culinary artists/chefs
- Models
- Make-up artists or hair stylists
- Tattoo artists
- Producers
- YouTube content creators
- Sound/recording engineers

Deficit

Financial deficit is the amount that an organization’s annual adjusted expenses exceed their adjusted annual revenue. Adjusted expenses are defined as audited annual expenses less depreciation and/or amortization and contributed or in-kind services.

Fiscal Sponsor

A non-profit organization that holds the tax-exempt status as granted by the Internal Revenue Service under code 501(c)(3) and that agrees to act on behalf of an individual or organization that does not yet have tax exemption for the purposes of this grant process.
I.D.E.A.
Acronym for Inclusion, Diversity, Equity and Access.

Independent Body of Work
Artwork/performances are focused on expression of the artist’s own creative or aesthetic ideas, rather than on documentation, journalism or solely commissioned commercial work.

Historically Marginalized
Communities or groups who have been historically and currently denied full participation in mainstream cultural, social, political and economic activities. Marginalized communities can include people of color, women, LGBTQ*, low-income individuals, prisoners, the disabled, senior citizens and many more.

Matching Funds
Operating Support, General Support and Project Support: Events, Festivals, Series grants require recipients to match funding from GCAC dollar for dollar (1:1). This cash match can include cash on hand, admissions, concession sales, grants and board/individual contributions. In-kind donations and services cannot be used towards the match.

Working Artist
Working artists are individuals who are likely paid for performances, sell their artwork or share their independent body of work with the public. The term “artist” applies broadly across disciplines, including dance, fashion, film, literary, music, theatre and visual arts, as well as multi-disciplinary.

Units of Government
GCAC defines a unit of government as agencies, committees, department(s) or operation(s) at the direction of a city, county, state or federal agency.
APPENDIX E: ADDITIONAL GCAC RESOURCES

GCAC Alerts Newsletter
GCAC aims to connect individual artists and arts organizations to opportunities and to each other through a bi-monthly newsletter. This newsletter features information on grant deadlines, free workshops on assorted topics, other funding, event announcements, calls to artists and more.

- To sign up for the GCAC Alerts newsletters, visit: https://www.gcac.org/sign-up-for-our-newsletters/.

Available Spaces
GCAC maintains a list of Available Spaces for rent submitted by community organizations.

- To view available spaces or submit a space, visit: https://www.gcac.org/workshops-and-resources/available-spaces/

Calls for Artists & Job Opportunities
The Workshops & Resources section of the GCAC website lists calls for artists, events, available non-GCAC grants and job opportunities.

- To view opportunities, visit: https://www.gcac.org/workshops-and-resources/opportunities-for-artists/

Artist Directory
Columbus-based artists can create a free profile on https://www.columbusmakesart.com/ via the Ohio EventFinder tool to promote their work, links to artist’s work samples and contact information. The directory offers a robust resource for anyone looking to hire artists.

- To sign up or log in go to: https://www.ohioeventfinder.com/artists/sign_up

Community & Street Performer/Music Everywhere Program
The Community & Street Performer/Music Everywhere Program, is a project of GCAC in partnership with Music Columbus and other community organizations, paying performers to appear on the streets during events, at outdoor markets and in various venues. Tapping into the amazing talent of our city’s artists, this program shines a spotlight on the creative energy of Columbus.

- To learn more, visit: https://performers.gcac.org/users/sign_up

To access the online application system, visit: gcac.smartsimple.com
Contact the Grants & Community Engagement staff at grants@gcac.org
APPENDIX F: Demographic Data Collection

Basic demographic information will be collected from all applicants/grantees as part of the grant application process. We view data collection as an essential tool to our commitment to diversity, equity and inclusion. We cannot improve until we can identify who we are serving and who is missing. The data collected will serve multiple purposes: to help us understand how we reflect the communities we serve, to utilize data to better serve the needs of our artistic community, and to track our arts community’s progress with Inclusion, Diversity, Equity and Access (I.D.E.A.) efforts.

- To read our full Diversity, Equity and Inclusion statement and Racial Equity statement visit [https://www.gcac.org/about/equity-statements/](https://www.gcac.org/about/equity-statements/)

Organizations

Organizations will be required to report on the demographics of their staff and board of directors at the time of the application due date. We are modeling our demographic collection on examples provided by GuideStar/Candid and CHANGE Philanthropy.

When collecting data from staff and board follow these steps and principles:

- Plan ahead to get complete data – it may take time to get complete surveys from all board/staff.
- Survey your staff/board in writing: DON'T GUESS, ALWAYS ASK.
- When surveying board/staff, make all parts voluntary by including a "prefer not to answer" or "decline to state" option for each question.
- Tell your staff/board how you will store and use demographic information and respect confidentiality.

To assist you with the collection of board and staff demographics, please reference the following tools:

- [D5 Coalition: So You Want to Collect Demographic Data: Getting Started](https://www.d5coalition.org/guides-so-you-want-to-collect-demographic-data-getting-started/)

NOTE: If you are an individual artist applying for Project Support with a Fiscal Sponsor, you will not be required to provide board/staff demographics. Simply fill in 0 (zero) for each question.

Individual Artists

Demographic information is collected as part of the award process after receiving your grant agreement. You may opt-out of any question by selecting "Prefer not to answer" to some or all questions. Your demographic information will be kept confidential, and your answers will NOT impact current or future funding.